

WPS-PLUS/VMS

WPS-PLUS on VMS

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About This Guide

Product: WPS-PLUS/VMS Version 3.0

Purpose of This Guide

This guide describes most of the features of WPS-PLUS. If you are new to WPS-PLUS, you should read *WPS-PLUS Getting Started* before reading this guide. For information about the WPS-PLUS Editor, see *WPS-PLUS Editor Functions*. For information about List and Sort Processing, see *WPS-PLUS List and Sort Processing*.

Who Should Use This Guide

This guide is for users of WPS-PLUS. Consult this guide for information about any option on the Word and Document Processing menu.

Prerequisites

Before using this guide, you should be familiar with the following:

- *WPS-PLUS/VMS Getting Started*
- WPS-PLUS Computer-Based Instruction (CBI)
- The Keyboard Reference Card for your keyboard

For More Information

The following documents make up the WPS-PLUS/VMS documentation set:

WPS-PLUS/VMS Installation and System Management

WPS-PLUS/VMS Getting Started

WPS-PLUS on VMS

WPS-PLUS/VMS Editor Functions

WPS-PLUS/VMS List and Sort Processing

WPS-PLUS/VMS Applications for Experienced Users

WPS-PLUS/VMS Accessing External Applications

WPS-PLUS/VMS Guide to Modifying Printer Tables

WPS-PLUS/VMS Quick Lookup

WPS-PLUS/VMS Glossary

WPS-PLUS/VMS Keyboard Reference Cards

Conventions

CTRL/x	Means hold down the CTRL key while you press the designated letter key.
Dot Matrix Type	Indicates text that appears on your screen.
Enter	Means type your response, then press a terminator key: press an arrow key or TAB to leave a form field, press RETURN to select a menu option, complete a form, or answer a prompt.

GOLD x	Means press the GOLD key, then press the function key.
Red Type	Indicates commands you enter or responses to prompts.
UPPERCASE LETTERS	Means WPS-PLUS™ editor functions, folder names, and document titles. See the keyboard diagrams for the location of these functions.
WPS-PLUS	Means WPS-PLUS™/VMS software.
< >	Means press the key enclosed in angle brackets.
.	Means the example contains more information than is shown.

Changes Since WPS-PLUS/VMS V2.1

New WPS-PLUS features documented in this book include:

- **Selecting multiple documents**

While displaying an index, you can select more than one document. For details, see the chapter on working from an index.

- **Index menu and options for multiple documents**

While displaying an index you can display the Index menu. The Index menu contains options that operate on more than one selected document. For details, see the chapter on working from an index.

- **Recall Index (RI) option**

You can use a Recall Index (RI) option to display the index you last displayed. This index contains the same documents as when you left the Index of Documents, together with the same selections. For details, see the chapter on working from an index.

- **Single-key User-Defined Processes**

You can assign UDPs to four of the keys on the function keystrip. You can then invoke any one of these UDPs quickly by pressing a single key. For details, see the chapter on User-Defined Processes.

- **SELECT key**

You can press the SELECT key instead of entering SEL whenever you need to use the SELECT option.

- **Read menu**

When using the Read (R) option, you can press **GOLD MENU** and display the Read menu. This menu contains options you use when reading a document. For details, see the chapter on word and document processing.

- **Printing**

The Print (P) option now has a pagination setting that gives you control of widow and orphan lines. There is also a new Remove blank lines from top of page (RB) option which controls whether or not a blank line can be printed at the top of a page. For details, see the chapter on printing.

WPS-PLUS Basics

WPS-PLUS is a document processor that you use for office work. You use it primarily to write documents, which you store in an electronic File Cabinet.

This chapter provides basic information about WPS-PLUS document processing. The chapter describes the basic steps you perform to select menu options and explains how to use function keys to complete forms and select documents for use.

WPS-PLUS Features

When you start out, the first menu you see is the Word and Document Processing menu. You will find several important WPS-PLUS features available at this menu:

- **Word and Document Processing**

You write documents using the WPS-PLUS Editor, which provides ways to change and move text and format a document. You can send documents to other users through VMS Mail with the Send (S) option. Options like Edit (E) and Read (R) let you work with text you have written.

- **File Cabinet**

The File Cabinet (FC) option lets you store documents and reorganize their storage. Each document resides in a folder with related documents in the File Cabinet.

- **Document Transfer**

The Document Transfer (DT) option lets you copy documents between your WPS-PLUS File Cabinet and DECmate, or your VMS account.

- **User-Defined Processing**

The User-Defined Processing (UD) option lets you create and maintain User-Defined Processes (UDPs) for jobs you do often. Each UDP consists of keystrokes. You invoke the UDP to perform the keystrokes automatically instead of manually.

Four Basic Steps in Document Processing

Enter C for Create at the Word and Document Processing menu and type a document title. Now press UP ARROW and type the name of a folder to hold the document. Press RETURN. Type a short paragraph. You are creating a document.

Document processing can be slightly more complex. Usually you perform four basic steps:

- 1 Displaying a menu
- 2 Selecting a document for use
- 3 Entering an option
- 4 Completing a form with the information you need for a task

Step One – Displaying a Menu

Each menu lists the options you can use at that menu. The first step in doing a task is to display a menu where the option for that task appears.

To move to the menu you want:

Enter the abbreviation for that menu.

To explore document processing, enter the FC, DT, and UD options and press EXIT after each menu appears. Some menus extend over more than one screen. Table 1-1 lists the keys you use to display later screens and to return quickly to earlier screens.

Table 1-1 Function Keys for Moving Between Menus

Function Key	Screen Displayed
EXIT	Returns to the previous menu.
MAIN SCREEN	Returns to the Word and Document Processing menu.
NEXT SCREEN	Displays the next screen of the current menu.
PREV SCREEN	Displays the previous screen of the current menu.

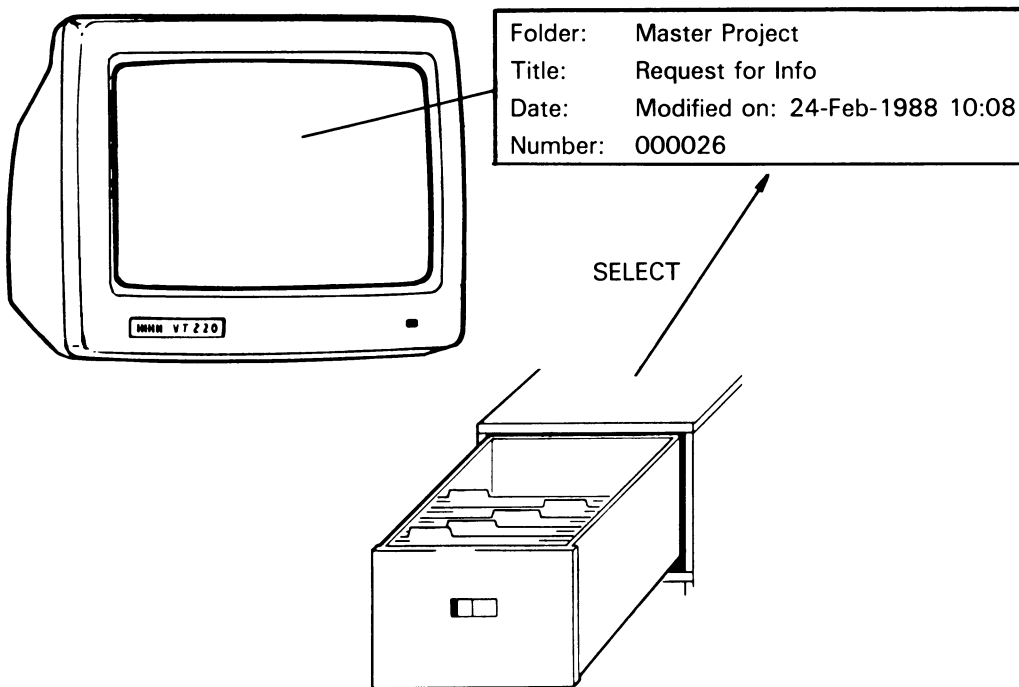
Step Two – Selecting a Document for Use

Before you work on any document, you must make sure it is the current document.

To find out the name of the current document, look in the Current Document Block in the top right-hand corner of the screen. The Current Document Block gives information about the current document:

- Folder name
- Document title
- Date last modified
- Document number

Figure 1-1 illustrates the process of selecting a document from your File Cabinet.



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Figure 1-1 Selecting a Document

If the document in the Current Document Block is the one you need, you can work on it right away. If not, you must find the document you need and make it the current document. You make a document current with the Select (SEL) option, the Index (I) option, the Locate Document (L) option, or the arrow keys.

For information on the Locate Document (L) option, see the chapter on organizing your File Cabinet.

Selecting a Document (SEL)

Most menus have a Select (SEL) option.

To select a document to work on:

- 1 Enter SEL. Press SELECT instead, if your terminal has a SELECT key.
- 2 If you know how to identify the document, complete the form with that information.

To identify a document, you need to know its document title and its folder name.
- 3 If you cannot remember exactly what to enter in a field:
 - a Clear the field, or enter the first letters of a name.
 - b Press FIND to display a list of possible entries for the field.
 - c Enter the line number of the entry you want.
- 4 If you can remember exactly what to enter for one field only:
 - a Enter the information into the field.
 - b Press RETURN to select the first document that matches the information you have given.

You can select a document by document number instead of title. A document number always uniquely identifies a document. To list document numbers, press FIND with the cursor in the Number field.

Using the Index to Find and Select a Document

Most menus have an Index (I) option. Use this option to display a list of the folders and documents in your File Cabinet.

To find and select a document:

- 1 Enter I.
- 2 Complete the form with as much information as you can.

If you enter partial document information such as a partial folder name or a partial document title, you will see a list of the documents that match the partial description you have entered. For example, if you enter T in the Folder field and press RETURN, you see a list of documents in folders that start with the letter T.

Just left of the list of documents is an arrow.
- 3 Use UP ARROW and DOWN ARROW to point to the document you want.
- 4 Press GOLD F to select the document.

For more information about selecting documents, see the chapter on working from an index.

Selecting a Document with the Arrow Keys

Table 1-2 shows the arrow key functions used to change the current document.

Table 1-2 Function Keys for Selecting Documents

Function Key(s)	Document Selected
DOWN ARROW	Selects the next document in the current folder.
UP ARROW	Selects the first document in the current folder.
GOLD DOWN ARROW	Selects the first document in the next folder. Folders are filed alphabetically.
GOLD UP ARROW	Selects the first document in the first folder.

Step Three – Entering an Option

Each menu lists the options available at that menu.

To enter an option:

Enter the abbreviation for the option.

Some options are available even when they do not appear on the displayed menu. For example, most of the basic options are available from the File Cabinet menu.

Step Four – Completing a Form

Some options require information before they can be completed. For example, if you want to refile a document, you have to specify where to refile it. You do this by typing the information on a form.

Table 1-3 lists the keys to use for entering and correcting information on a form.

Table 1-3 Function Keys for Completing a Field

Function Key(s)	Action
ERASE LINE	Erases everything in a field.
RUB CHAR	Erases the character to the left of the cursor.
FIND	Lists the information you can enter in a field.
GOLD EMBEDDED SEARCH	Lists documents or folders in your file Cabinet that contain the characters you have already specified.
INSERT	Changes to insert mode, which enables you to insert characters without overtyping existing characters.
OVERSTRIKE	Changes to overstrike mode, which enables you to type over existing characters.

Table 1-4 lists the keys you use to move between the fields on a form.

Table 1-4 Function Keys for Moving the Cursor on Forms

Function Key(s)	Cursor Movement
TAB	Moves to the next field, which may be beside the current field or on the next line.
PREV FIELD	Moves back to the previous field.
UP ARROW	Moves to the line above.
DOWN ARROW	Moves to the line below, which may be part of the same field or another field.
LEFT ARROW	Moves left in the field.
RIGHT ARROW	Moves right in the field.
GOLD UP ARROW	Moves to the first field on a form.
GOLD DOWN ARROW	Moves to the last field on a form.
NEXT SCREEN	Moves to the next screen of a form.
PREV SCREEN	Moves to the previous screen of a form.

Table 1-5 lists the keys you use to close a form.

Table 1-5 Function Keys for Closing a Form

Function Key(s)	Action
RETURN or ENTER	Closes the form, saves any changes you have made, and displays the appropriate screen.
EXIT	Cancels any changes you have made and closes the form.

Skipping Menus

Once you become experienced in document processing, you can display a particular menu or form more quickly by combining two or more menu options in one command. For example, from the Word and Document Processing menu, to create a UDP:

Enter UD C

Changing Text

You can change existing text in a form field with:

- Overstrike mode. Characters you type replace characters already in the field.
- Insert mode. Characters you type move other characters in the field to the right.

Overstrike Mode

Overstrike is the default (normal) mode for entering text on forms. Use overstrike mode to change existing text.

To use overstrike mode:

- 1 Place the cursor at the first character position in the field.
- 2 Type the text. The new text overwrites the old text in the field.

To delete extra characters in the line:

- 1 Place the cursor at the first character you want to delete.
- 2 Press the space bar to delete the character. Continue pressing the space bar for each character you want to delete.

Insert Mode

Use insert mode to add text within an existing field entry. For example, if a field now contains SUMMER REPORTS FOR PRODUCT GROUPS and you have to insert FINAL before the word SUMMER, use insert mode. In overstrike mode, you would retype the full line.

To use insert mode:

- 1 Place the cursor at the character position where you want to insert text.
- 2 Press INSERT to enter insert mode.
- 3 Type the text. Text already in the field moves right.

To return to overstrike mode:

Press OVERSTRIKE.

Learning to Use WPS-PLUS

WPS-PLUS comes with a Computer-Based Instruction (CBI) course that teaches you how to use WPS-PLUS.

To take this course:

Enter TR

You will find the Training (TR) option on the Word and Document Processing menu, and also on other menus.

Getting Help

Whenever you wonder what to do or how to do it, you can get help by displaying relevant information on the screen. You can:

- Press HELP at a menu to display a description of the menu.

- Type the abbreviation for a menu option and press **HELP** to display a description of the option.
- Move to a form field and press **HELP** to display instructions for completing the field.
- Move to a form field and press **FIND** to display a list of possible entries.

If you know part of the entry for a field, you can display a list of the possible entries that include the part that you know. To do this:

- 1 Type the part of the field that you know.
 - 2 Press **GOLD EMBEDDED SEARCH**.
- Press **GOLD MESSAGE** when an error message appears to get more help in responding to an error.

Returning to DCL Level

If you have a VMS account, you can exit document processing temporarily to read your mail and use DCL commands.

To exit to DCL level:

Press **GOLD SHIFT/DCL**.

You return to DCL level in your WPS-PLUS directory.

To return to document processing from DCL level:

Press **RETURN**.

You can use **GOLD SHIFT/DCL** from any menu or form.

Useful Function Keys

Table 1-6 lists WPS-PLUS function keys you can use anywhere in document processing.

Table 1-6 WPS-PLUS Function Keys

Function Key(s)	Action
CTRL/W	Redisplays the screen, clearing any WPS-PLUS or VMS system messages. Use CTRL/W whenever the screen display is disrupted for any reason.
INTERRUPT	Stops a word processing operation before it is completed. Use INTERRUPT to stop a task you have started.
GOLD SHIFT/DCL	Temporarily leaves WPS-PLUS, so that you can use DCL functions. Use GOLD SHIFT/DCL to work in your VMS account. To return to WPS-PLUS, press RETURN.

Release Notes

The Release Notes document contains up-to-date information about WPS-PLUS not found in the published documentation. If you encounter a problem using WPS-PLUS, you should consult the Release Notes document.

When you start WPS-PLUS for the first time, the folder name and title of the document appear in the Current Document Block.

To display the document on your screen:

Enter R at the Word and Document Processing menu.

You may want to print the Release Notes document. For more information, see the chapter on printing.

2

Word and Document Processing

This chapter explains how to use options on the Word and Document Processing menu. These options let you prepare, print, save, and send documents. Your documents can range from short memos to highly structured text such as quarterly reports, budget proposals, and charts.

Whenever you type a document, you use the WPS-PLUS Editor. This editor enables you to enter, edit, format text, and perform more complex tasks such as checking your spelling, and numbering paragraphs. For more information, see *WPS-PLUS Editor Functions*.

Word and Document Processing Menu

Table 2-1 briefly describes the options on the Word and Document Processing menu. Options that need more explanation are covered in detail after the table. For more information on other options, see the appropriate chapter in this manual.

Table 2-1 Word and Document Processing Menu Options

Option		Action
Select	SEL	Lets you select a document to work on.
Create	C	Creates a document.
Edit	E	Makes changes to a document.
Delete	D	Puts a document into the Wastebasket.
Print	P	Prints a document.
Read	R	Displays a document on the screen.
Index	I	Builds an index of documents to search through or work on.
Recall index	RI	Displays the previous index.
Send	S	Sends a document to another VMS user or users.
Exit	EX	Exits WPS-PLUS.
File cabinet	FC	Displays the File Cabinet menu.
Document transfer	DT	Displays the Document Transfer menu.
User-defined processing	UD	Displays the User-defined Process Maintenance menu.
Training	TR	Displays the Computer-Based Instruction (CBI) menu.

The second screen of the menu lists more options, which you use for formatting and processing documents. Table 2-2 briefly describes these options. For full information, refer to *WPS-PLUS Editor Functions*, *WPS-PLUS List and Sort Processing*, and the documentation on DECpage.

Table 2-2 Options for Formatting and Processing Documents

Option		Action
Spell check		SC Checks the spelling in a document.
Dictionaries		DIC Displays the Dictionaries menu.
Grammar checker		GC Checks the grammar in a document.
Grammar checker defaults		GCD Changes the settings used for checking the grammar in all documents.
List processing		LP Displays the List Processing menu.
DECpage document formatting		DP Displays the DECpage menu.
Paragraph numbering		PN Numbers the chapters, sections or paragraphs in a document.

Creating a Document (C)

To create a document:

- 1 Enter C
- 2 Use UP ARROW and DOWN ARROW to move from field to field, and complete the form with information about the document.
 - A title for the document.
 - A folder for the document.
 - One or more keywords (these are optional). Enter any words that remind you what subjects the document covers, even if these words are not in the document. Separate two keywords with a comma (.). For more information, see the chapter on organizing documents in the File Cabinet.
- 3 Type the text of the document. The terminal screen provides you with as much 'paper' as you need.

- 4 Press **EXIT** to save your document and return to the menu. This version of your document overwrites any previous version.

OR

Press **CANCEL** to discard the document and return to the menu. Any previous version of your document remains intact.

Creating a Document Using a Template

You can save time when writing documents that contain standard information such as your company's logo, warnings, and disclaimers. To do this, create an ordinary document, as described in the previous section, and type all the standard information into it. You are creating a template document.

To create a document and include the information from the template document:

- 1 Enter **C**
- 2 Enter a title and folder for the new document.
- 3 Press **GOLD GET DOCMT**.
- 4 Select the **DOC** option from the **GOLD GET** menu.
- 5 Enter the title and folder for the template document. The Editor inserts the template document in your new document, at the top.
- 6 Type the text of the new document.
- 7 Press **EXIT**.

For more information on template documents, see *WPS-PLUS Applications for Experienced Users*.

You can put template text in abbreviation and library documents. For more information, see *WPS-PLUS Editor Functions*.

Selecting a Document (SEL)

Selecting a document is like taking a document out of an office file cabinet and placing it on your desk. Instead of placing it on your desk, you identify

the document in the Current Document Block. The Current Document Block shows the document currently available for editing, deleting, printing, reading, and sending.

For more information about selecting a document, see the chapter on WPS-PLUS basics.

Editing a Document (E)

To edit the current document use the Edit (E) option as follows:

- 1 Enter E.
- 2 Enter or edit text in the document.

For complete information about entering and editing text, see *WPS-PLUS Editor Functions*.

Recovering Lost Documents

If you experience a power loss or some other form of system failure while you are creating or editing a document, the Editor automatically recovers the document up to the latest checkpoint. A checkpoint occurs:

- At intervals of approximately 150 keystrokes
- After you perform certain editor functions (GOLD GET, GOLD LIBRY, CUT, GOLD CUT, PASTE, GOLD PASTE, and exiting the Two-Dimensional Editor)

For example, if you are creating a document but have used none of the editor functions listed above, the Editor ensures that you do not lose more than 150 keystrokes. If you have used one of the functions listed above within the last 150 keystrokes, the Editor recovers all keystrokes you entered before you used the function.

If the system fails while you are using the TDE, the Editor cannot recover any TDE edits made in that session. To avoid losing all edits made in the current session, exit the TDE at regular intervals.

Deleting a Document (D)

The Delete (D) option removes the document identified in the Current Document Block from its File Cabinet folder and tosses it into the WPS-PLUS Wastebasket folder. For more information on the Wastebasket, see the chapter on organizing documents in the File Cabinet.

To delete a document:

Enter D.

NOTE: When you delete documents, you should periodically use the Empty Wastebasket (EW) and File Cabinet Reorganization (FCO) options at the File Cabinet menu. This will help you use storage space more efficiently and improve performance time. For more information on these options, see the chapter on organizing documents in the File Cabinet.

Reading a Document (R)

The Read (R) option displays the current document on the screen. While reading, you can display different parts of the document using the keys shown in Table 2-3. The table also shows other keys you can use to read a document.

While you are reading a document, you can press GOLD MENU to display the Read menu. You can use any of the Read menu options, shown in Table 2-4, on the document you are reading. After you become familiar with the menu, you will not have to display it to enter an option.

You cannot use the Read option to display the multiple columns formatted with a WPS-PLUS MULTI block. Use the Print option instead to print the document to the terminal. For more information, see the chapter on printing.

Table 2-3 Function Keys for Reading a Document

Function Key(s)	Effect of Function
DOWN or UP ARROW	Moves by one line.
PREV SCREEN or NEXT SCREEN	Moves by one screen.
GOLD DOWN ARROW or GOLD UP ARROW	Moves to the top of the current page or to the next page.
GOLD TOP DOCMT or GOLD BOT DOCMT	Moves to the start or the end of the document.
GOLD LEFT or GOLD RIGHT	Moves the text of the document eight characters to the left or right.
GOLD WIDE SCREEN	Switches to displaying the document in half-width characters or switches back to full-width characters. Half-width characters are useful for wide documents.
GOLD STATUS	Switches the status display at the top of the screen on or off.
GOLD MENU	Displays the Read menu. You can use any of the options shown on this menu on the document you are reading.
GOLD SCROLL	Starts continuous forward scrolling.
EXIT	Closes the document.

Table 2-4 Read Menu Options

Option		Action
Move to left margin	LM	Displays the left side of the document.
Move to right margin	RM	Displays the right margin of a wide document.
Wide screen	WS	Displays the document in half-width characters, allowing 132 characters for each line. You can also press GOLD WIDE SCREEN to do this.
Narrow screen	NS	Displays the document in full-width characters, allowing 80 characters for each line.

Sending a Document (\$)

The Send (S) option sends the current document to one or more VMS users.

To send a document, use the Send (S) option as follows:

- 1 Enter S.

- 2 Enter the VMS user name (or names) on the form.

Use the format NODENAME::USER (for example, OMEGA::WILSON). If you are sending a document to more than one user, separate user names with a comma (,).

To send a note to a distribution list, you must indicate the directory where the list resides (for example, @[HARVEY.BOOK]WRITERS). The list itself must contain only user names in the format NODENAME::USER.

- 3 Enter a subject name. You can accept or change the default subject name, which is the document title in the Current Document Block.

To send a short message with the document, type a message instead of a subject name.

Exiting WPS-PLUS (EX)

The Exit (EX) option exits word processing and returns you to VMS.

Working with More Than One Document

You can work on more than one document at a time if you build an index of documents. Then select the documents you want from the index and enter an option that works on more than one document. For more information, see the chapter on working from an index.

This chapter explains how to print a document and how to adjust print settings before you print. The chapter also shows you how to format a document for printing and display the formatted document before you print.

What are print settings? When you type on a typewriter, you make special adjustments such as setting a wide left margin or selecting red ribbon. When you print a document with WPS-PLUS, you make special adjustments to customize your printing. You make special adjustments by changing print settings before you print.

- **You can change the document pagination, print only a portion of your document, and reassign page numbers.**
- **You can change the page layout, including margin and pitch settings.**
- **You can change printer features such as print quality and darkness and the automatic sheet feeder tray used.**

The Print (P) option always prints the current document. To select a current document, use the Select (SEL) option as explained in the chapter on WPS-PLUS basics.

If you would like to do exercises that introduce you to the Print option, see *WPS-PLUS Getting Started*.

Printing a Document

To print the current document:

- 1 Enter P at the Word and Document Processing menu.
- 2 Check the information on the Printing Document form and press RETURN.

If you want to examine and change several print settings, there is more to do.

To print the current document:

- 1 Enter P at the Word and Document Processing menu.
The Printing Document form appears on your screen. See Figure 3-1.
- 2 To enter or change a document destination or format style, move the cursor to the field you want to change. Delete the entry in the field by pressing ERASE LINE and type the new entry, or overwrite the previous entry with the new information.

If you do not know what to enter, clear the field and press FIND.

To change the number of copies to print, enter the number of copies in that field.

OR

To view and change other print settings (such as the first or last page printed, page size, or size of margins), press NEXT SCREEN. Enter an option, change print settings, and complete any form that appears. Table 3-5 shows the values you can use, and the default values for print settings. For more information, see the section on

using the Printing Document form and the section on using the Print Settings menu in this chapter.

If you decide not to print the document, press EXIT.

```

                                Printing Document

Document destination: SYS$PRINT-----
Format style:           LN03-----
Number of copies:       1__

Enter information and Press RETURN
or NEXT SCREEN to change settings.
  
```

Figure 3-1 Sample Printing Document Form

NOTE: A large pile of paper may accumulate by your printer. Check every so often to keep the paper under control. A large pile can jam your printer and tear your printouts.

Using the Printing Document Form

The Printing Document form lets you control:

- Where to print the document
- Which format style to use
- How many copies to print

Document Destination

The document destination value controls whether your document goes to the printer or to a file or to another document. In the Document destination field, you can enter the name of any printer queue on your system. To list the available queues, press GOLD SHIFT/DCL to exit temporarily from WPS-PLUS and enter SHOW QUEUE/DEVICE at the VMS prompt.

WPS-PLUS also recognizes the following document destinations:

- **PORT**

Use PORT to send a document to a printer attached to your terminal printer port. Before you print a document to PORT, be sure your printer is on and in ready mode (online). If you are running WPS-PLUS on a Workstation, please refer to your Workstation documentation.

To print a document on a port printer:

- 1 Enter PORT in the Document destination field.
- 2 Enter the printer type in the Format style field.

- **TERMINAL**

TERMINAL displays the document on the terminal in the format style you enter. To get an idea how a document will look printed, enter the name of a printer as the format style.

TERMINAL displays the document one screen at a time just as though you were using the Read (R) option. You can press GOLD MENU to use the Read menu options and you can use special function keys to read the document. For more information, see the section on reading a document in the chapter on word and document processing.

To format and display a document:

- 1 Enter TERMINAL in the Document destination field.
- 2 Enter a format style.

- **DOCUMENT**

DOCUMENT copies the contents of the document to another document, which remains in your File Cabinet after you display it. The

contents are formatted to show how the document will appear when printed.

To format and copy a document into another document:

- 1 Enter DOCUMENT in the Document destination field.
- 2 Enter a format style.
- 3 Enter the title and folder of a document in your File Cabinet on the Selecting Output Document form. The contents of the document will be overwritten, so be sure you do not need them.
- 4 Enter Y at the prompt.
The Word and Document Processing menu appears with the title of the new document in the Current Document Block.
- 5 Enter R (Read) at the Word and Document Processing menu. (Be sure the new document appears in the Current Document Block.)
Your document appears on the screen, formatted for printing.

- **FILE**

Use FILE to copy a document to a VMS file. The VMS file will contain printer formatting information that preserves attributes such as bold and underline. You must specify the format style you will use to print the VMS file.

You can use VMS facilities to work with the new VMS file. If you edit the file, do not delete the printer formatting characters (printer escape sequences). Be sure to print this file on the type of printer you specified.

To copy a document to a VMS file:

- 1 Enter FILE in the Document destination field.
- 2 As format style, enter the printer you wish to use when you print the new VMS file.
- 3 Enter a VMS file name ([directory]file name.ext) on the Send a Document to VMS form.
WPS-PLUS copies the current document into the specified VMS file.

NOTE: Do not use a .WPL extension for the VMS file name.

- **TYPE**

TYPE displays the document on the terminal, formatted for printing. To get an idea how a document will look printed, enter the name of a printer as the format style.

- 1 Enter TYPE in the Document destination field.
- 2 Enter a format style.

If you use PORT, TERMINAL, DOCUMENT, FILE, or TYPE as document destination, during the formatting stage you can use CTRL/C to stop the operation.

Format Style

The format style controls which printer table formats a document for printing. In the Format style field, enter the name of any printer or terminal available on your system.

To display a list of possible names:

- 1 Clear the Format style field on the Printing Document form.
- 2 Press FIND.

Enter a number to select a printer or terminal from the displayed list, or press EXIT.

Number of Copies

You can specify any number between 1 and 255. The value for number of copies returns to 1 each time you display the Printing Document form.

With a destination of TERMINAL, DOCUMENT, or TYPE, only one copy prints regardless of the number of copies you specify.

Using the Print Settings Menu

The Print Settings menu lets you:

- Change print settings
- Save print settings for later retrieval
- Retrieve print settings you have saved

You can change all print settings for WPS-PLUS documents. For other documents you can only change control settings. See the section on changing control settings.

To display the Print Settings menu:

- 1 Enter P at the Word and Document Processing menu.
- 2 Press NEXT SCREEN to display the Print Settings menu. See Figure 3-2.

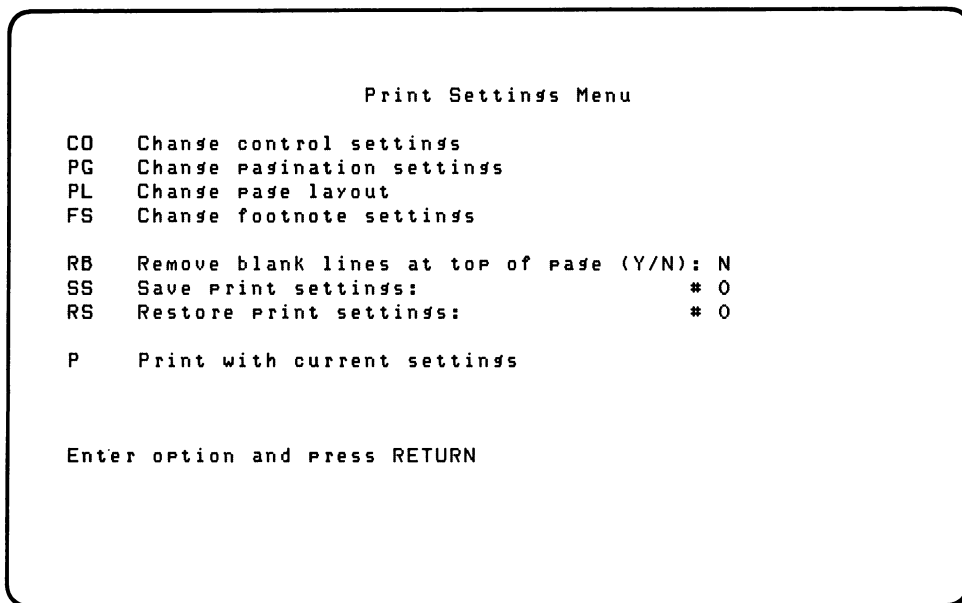


Figure 3-2 Print Settings Menu

Table 3-1 describes these options and settings.

Table 3-1 Print Settings Menu Options

Setting	Meaning	Values
CO	Change the printer control settings.	
PG	Change the document pagination or formatting.	
PL	Change the page layout.	
FS	Change the formatting of footnotes or endnotes.	
RB	Controls whether blank lines in your text can appear at the top of a printed page.	Y, N. Default: N.
SS	Saves the current print settings under the number you enter.	Any number between 0 and 9. Default: 0.
RS	Retrieves the print settings stored under the number you enter.	Any number between 0 and 9. Default: 0.
P	Print the document from the Print Settings menu.	

Getting Help on Print Settings

You can display a description of a print setting or a list of valid entries for a field.

To display a description of a print setting:

- 1 Place the cursor in the field where you enter the value for that setting.
- 2 Press **HELP**.

To list the valid entries for a field:

- 1 Move the cursor to the field.
- 2 Press FIND.

Change Control Settings (CO)

Use the Change control settings (CO) option to control VMS print features. You can change control settings before printing any document.

When you change any control setting except Print time, the Printer Control Settings form retains the new value. Print time always returns to the present time.

Table 3-2 describes the settings you can change, and the values you can enter. A more detailed explanation of each setting follows the table.

Table 3-2 Control Settings

Setting	Meaning	Values
Print time	Time when the document is to be printed, in hours and minutes, such as 17:15.	hh:mm Default: None
Burst page	Whether to print a burst page before the document.	Y or N Default: Y
Flag page	Whether to print a flag page before the document.	Y or N Default: Y
Form feed	Whether to start a new page (by inserting a form feed) after printing a page. Set Form feed to N for WPS-PLUS documents.	Y or N Default: Y
Headers	Whether to print a header before the document.	Y or N Default: N
Print priority	Priority for printing the document. The higher the priority, the sooner it will be printed.	0 – 255 Default: None
Notify user	Whether to receive notification when the document has been printed.	Y or N Default: N

Print Time. Use the Print time setting to print the document at a later time.

Default setting: None

Valid format: hh:mm

Enter the time to print the document. You enter a time based on a 24-hour clock or a 12-hour clock, depending on which format your system manager specifies. If using a 12-hour clock format, you would enter 2:00 for 2:00 p.m. If using a 24-hour clock format, you would enter 14:00 for 2:00 p.m. Leave this field blank to print the document now.

Burst Page. Use the Burst page setting to insert a burst page at the start of your document.

Default setting: Y

Valid settings: Y or N

If you set Burst page to Y, WPS-PLUS inserts a burst page. A burst page gives the document title, your name, and print details, such as the time of printing. Information printed on the burst page continues over the perforation between pages. Use a burst page on continuous-form paper to make it easier to identify your printout among several others printed consecutively.

Flag Page. Use the Flag page setting to insert a flag page at the start of your document.

Default setting: Y

Valid settings: Y or N

If you set Flag page to Y, WPS-PLUS inserts a flag page. A flag page contains the same information as a burst page but the information does not continue over the perforation between pages. Use a flag page to identify your document on the printout table.

Form Feed. Use the Form feed setting to control whether the printer performs pagination on ASCII documents.

Default setting: Y

Valid settings: Y or N

The Form feed setting has no effect on WPS-PLUS documents.

When printing ASCII documents, a value of Y causes the printer to move to the top of a new sheet of paper after printing each page of a document. The number of lines allowed per printed page depends on the default for the printer.

A value of N causes the printer to print continuously, across perforations. To print out a chart or graph that extends across more than one page, set Form feed to N.

Headers. Use the Headers setting to identify an informal printout not printed on continuous-form paper.

Default setting: N

Valid settings: Y or N

If you set Headers to Y, WPS-PLUS puts information about the print operation (VMS file name, date, time) in the top margin of each page. If you are printing a document on loose sheets of paper that may get separated, the headers help you identify your pages.

Print Priority. Use the Print priority setting to adjust the priority assigned to your print operation.

Default setting: None

Valid settings: Any number from 0 to 255

The lowest priority is zero, and the highest is 255. You can reduce your print priority below the value assigned by your system manager, but you cannot increase it unless you have system privileges.

Notify User. The Notify user setting controls whether you receive notification when the print operation is over.

Default setting: N

Valid settings: Y or N

Set Notify user to Y to display a message on the terminal when the document has finished printing.

Change Pagination Settings (PG)

Use the Change pagination settings (PG) option to change page numbering, page layout, and printer features.

To change a setting:

- 1 Enter PG at the Print Settings menu.
- 2 Press the TAB key until the cursor appears in the field you want to change.
- 3 Delete the current entry by pressing ERASE LINE or RUB CHAR.
- 4 Enter the new value. When you have made your changes, press RETURN.

Figure 3-3 shows the Pagination Settings form.

WPS-PLUS Pagination Settings

Number on the first page: 1__	Auto paginate (Y/N): Y
First page printed: 1__	Lines in the top margin: 6__
Last page printed: 0__	Lines in the bottom margin: 6__
Total lines per page: 66__	Spaces between columns: 0__
Print quality: DRAFT__	Spaces in left print margin: 0__
Vertical lines per inch: 6__	Replacement character 1: _
Characters per inch (pitch): 10	Replacement character 2: _
Extra half-lines between lines: 0	Print darkness: NORMAL__
Sheet feeder tray: NOTRAY__	Shadow print (Y/N): N
	Widow/orphan control lines: 0

Enter new settings and press RETURN.

Figure 3-3 Pagination Settings Form

For more information on pagination settings, see the section on using the Pagination Settings form later in this chapter.

Table 3-5 at the end of this chapter summarizes the pagination settings in the order of their appearance on the form.

Default Settings. The values shown in Figure 3-3 are the WPS-PLUS default settings for the Pagination Settings form. These settings appear the first time you select a document for printing.

If you want to display different default settings on the form, change the default settings and save them using the Save print settings (SS) option on the Print Settings menu. For more information, see the section in this chapter on Save print settings.

Changes Saved with Document. If you change pagination settings before you print a document, WPS-PLUS stores these changes with the document. The next time you select the same document for printing, the settings you chose last time appear on the Pagination Settings form.

The settings stored with a document include footnote settings you have changed with the Change footnote settings (FS) option on the Print Settings menu. The Remove blank lines at the top of page setting (RB) is not stored with a document. That value remains the same for all documents until you change it again. Likewise, print settings you store with the Save print settings (SS) option are not document-specific.

Change Page Layout (PL)

The Page Layout (PL) option displays an outline of a printed page marked with the print settings that affect margins, columns, line spacing, and number of lines on a printed page. Page layout settings also appear on the Pagination Settings form, and you can change them there as well:

- Spaces in left print margin
- Spaces between columns
- Lines in the top margin
- Lines in the bottom margin

- Total lines per page
- Extra half-lines between lines
- Characters per inch—pitch
- Vertical lines per inch

Figure 3-4 shows a sample Page Layout form.

To change page layout settings:

- 1 Enter PL at the Print Settings menu.
- 2 Press UP ARROW and DOWN ARROW or press NEXT FIELD and PREV FIELD to move the cursor to the settings you want to change.
- 3 Press RUB CHAR or ERASE LINE to delete each current value and enter each new value.
- 4 Press RETURN to register the changed settings for use in your document.

OR

Press EXIT to return to the Print Settings menu without saving the changes you made on the Page Layout form.

Print
Page Layout

PM 0 (spaces)
CM 0 (spaces between columns)

P M
Top margin

r a
Sample column margins

This is where the text of
the document will be printed

PI 10 Horizontal Pitch

VP 6 Vertical Pitch, lines/in

n g
Bottom margin

↔

↕

↕

↕

↕

- TM 6 (lines)

- EX 0 (extra half-lines)

← PS 66 (total lines)

- BM 6 (lines)

Enter new settings and Press RETURN.

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Figure 3-4 Page Layout Form

For information about each of the page layout settings, see the section on page layout settings later in this chapter. Descriptions of these settings also appear in Table 3-5.

Change Footnote Settings (FS)

Use the Change footnote settings (FS) option to specify how footnotes and endnotes are to be printed.

For more information about footnotes, refer to *WPS-PLUS Editor Functions*.

Remove Blank Lines at Top of Page (RB)

The Remove blank lines at top of page (RB) option controls whether or not the printer can print a blank line that occurs in your text at the top of a page.

Default setting: N

Valid settings: Y or N

If the value for the setting is N, when a paragraph concludes on the last line of the page, the blank line after the paragraph appears at the top of the next page. If you do not want these blank lines to appear in your document, enter Y (yes) to remove them.

Save Print Settings (SS)

If you have several print settings you use for a specific print job, use the Save print settings (SS) option to save the current print settings under a number. Use any of the number keys, 0 through 9, to save print settings.

Default setting: 0

Valid settings: Any number from 0 to 9

To save print settings:

- 1 Enter SS at the Print Settings menu.
- 2 Enter the number under which you want to save the settings.

When you save print settings, WPS-PLUS erases any print settings previously saved under the same number.

If you want WPS-PLUS to use certain settings by default, save these settings under the number 0. You can change your default settings at any time.

The default value for the Save print settings field is 0. However, to save settings under the number 0, you must:

- 1 Change print settings to the values you want to save.
- 2 Enter SS as the last option you want to change.
- 3 Press RETURN to confirm the 0 in that field.

Restore Print Settings (RS)

Use the Restore print settings (RS) option to retrieve saved print settings. For instance, if you restore the settings saved under number 5, any settings saved under that number appear on the print setting forms. If you send the document to print at this time, the printing operation uses the restored settings.

Default setting: 0

Valid settings: Any number from 0 to 9

The next time you display the Pagination Settings form, the values last used to print that document appear on the form. These are the values that were saved with the document when you filed it.

To restore saved settings and apply them to the document:

- 1 Enter RS at the Print Settings menu.
- 2 Enter the number of the saved settings.

Only the current printing operation will use the restored print settings. If you want to use the restored settings for most or all of the documents you are printing, use the SS option to store the settings under the number 0. See the section in this chapter on Save print settings.

Print with Current Settings (P)

Use the Print with current settings (P) option to print a document from the Print Settings menu.

To print a document:

Enter P at the Print Settings menu.

The printer prints the document and returns you to the menu/form where you entered the Print (P) option.

Using the Pagination Settings Form

The following sections describe the settings on the Pagination Settings form, shown in Figure 3-3. These settings fall into the groups:

- Pagination settings
- Page layout settings
- Printer settings

Pagination Settings

The pagination settings control pagination and page numbering. The usual way to break a document into pages is to set the Auto paginate setting to Y and to leave the matter mostly up to WPS-PLUS.

You can assign any page number to the first printed page, and you can choose to print only a portion of the document.

You can prevent WPS-PLUS from splitting paragraphs across two pages.

Automatic Pagination. The Auto paginate setting tells the printer whether or not to paginate the document automatically.

Default setting: Y

Valid settings: Y or N

If you select automatic pagination, the printer goes to the top of the next page when it finds a NEW PAGE mark inserted by GOLD NEW PAGE or after printing the specified number of lines on a page. The Total lines per page setting on the Pagination Settings form controls the number of lines printed.

To print a document with automatic pagination:

Enter **Y** at the Auto paginate setting.

You should set Auto paginate to **N** only if you have inserted **PAGE MARKERS** into your document using **Automatic GOLD PAGE** or **GOLD PAGE**. When you set Auto paginate to **N**, the printer starts printing another page only when a **PAGE MARKER** or a **NEW PAGE** mark appears in your document, or when the printer has printed its maximum number of lines per page.

For more information on **GOLD PAGE** or **Automatic GOLD PAGE**, see the chapter on paginating a document in *WPS-PLUS Editor Functions*.

Number on the First Page. The **Number on the first page** setting assigns the number to be printed on the first page.

Default setting: 1

Valid settings: Any number from 0 to 4095

Suppose you type a large report as three documents. The first document contains pages 1 through 10, the second contains pages 11 through 25, and the third contains pages 26 on. You must set **Number on the first page** to 11 before you print the second document, and to 26 before you print the third document.

To print a page number, you must include a **\p** command in a header or footer in your document. For more information, see the chapter on control blocks in *WPS-PLUS Editor Functions*.

First Page Printed and Last Page Printed. The **First page printed** setting starts printing on an assigned page. The **Last page printed** setting stops printing on an assigned page.

Default settings: **First page printed** = 1, **Last page printed** = 0

Valid settings: Any number from 0 to 4095

When **WPS-PLUS** finds a page number the same as or greater than the **First page printed** value, the printer begins printing the document. The printer stops printing when it finds a page number the same as the **Last page printed** value. For instance, a value of 24 for **First page printed** starts

the printing operation at page 24. A value of 30 for Last page printed stops the printing operation after the printing of page 30.

The default settings, 1 and 0, tell the printer to start at the first page and print the entire document. The 0 setting for Last page printed makes the printer print to the end of the document because there is no page number 0.

Page Setting Restrictions. You do not have to number the pages in a document consecutively. However, keep these points in mind:

- The Number on the first page setting partly determines the first page printed. If you set the Number on the first page to 10 and the First page printed to 5, the printer starts printing at the first page of the document, numbered page 10. It does not begin printing on the fifth page, since there is no page 5 in the document according to the Number on the first page setting. If you set Number on the first page to 10 and First page printed to 11, the printer starts printing with the second page of the document because the second page has the number 11.
- If your document includes a control block with a RESET command followed by a number, that number always overrides the Number on the first page setting. For more information, see the chapter on control blocks in *WPS-PLUS Editor Functions*.
- If you do not follow the RESET command with a number, the RESET command resets page numbers according to the Number on the first page setting.

Widow/Orphan Control Lines. The Widow/orphan control lines setting prevents WPS-PLUS from stranding a small number of lines at the bottom or top of a page. If a paragraph starts at the bottom of a page, or concludes at the top of a page, a small number of lines may be stranded. At the bottom of a page these lines are known as orphans. At the top of a page they are known as widows.

Default setting: 0

Valid settings: 0 to 5

Enter the size of the widows and orphans that you want to prevent. For example, if you enter 2, WPS-PLUS will not strand widows and orphans of

one or two lines. As a result, the printing operation cannot split a paragraph of five lines or less across two pages. Table 3-3 shows the values you can enter.

Table 3-3 Widow/Orphan Settings

Value	Action
0	Split paragraphs across pages.
1	Avoid widows and orphans of one line. Paragraphs of three lines or less are not split across page boundaries. For example, if there is room for only one line of the paragraph on the first page, the whole paragraph is printed on the next page. If the last line of the paragraph appears on its own at the top of a page, the previous line is also printed at the top of a page.
2	Avoid widows and orphans of two lines. Paragraphs of five lines or less are not split across page boundaries.
3	Avoid widows and orphans of three lines. Paragraphs of seven lines or less are not split across page boundaries.
4	Avoid widows and orphans of four lines. Paragraphs of nine lines or less are not split across page boundaries.
5	Avoid widows and orphans of five lines. Paragraphs of eleven lines or less are not split across page boundaries.

To allow widows and orphans of any length, enter 0 in this field.

You can also set Widow/orphan control lines when editing the document, using the Editor attributes (EA) option from the Editor menu. For more information, see *WPS-PLUS Editor Functions*.

Page Layout Settings

The vertical layout settings control the number of lines on a printed page, the size of the top and bottom margins, and the number of blank half-lines between printed lines.

The horizontal layout settings control the spacing of text across a printed page.

Top, Bottom Margin, Total Lines Per Page. The following vertical layout settings control the page length and the top and bottom margins:

- Lines in the top margin
- Lines in the bottom margin
- Total lines per page (includes the top and bottom margins)

Default settings: Top margin = 6, Bottom margin = 6, Total lines = 66

Valid settings for margins: Any number from 0 to 126

Valid settings for total lines: Any number from 1 to 168

NOTE: *The space in inches that any vertical layout value produces depends on the Vertical lines per inch setting, which by default is 6 lines of text per vertical inch. For more information, see the section in this chapter on Vertical lines per inch.*

The Lines in the top margin and Lines in the bottom margin settings control the size of the margins on each page. For example, to put a 1-inch margin at the top and bottom of each page, if you have a Vertical lines per inch value of 6, set both top and bottom margin settings to 6.

The Lines in the top margin and Lines in the bottom margin settings should create margins large enough for any headers or footers. For more information on headers and footers, see the chapter on control blocks in *WPS-PLUS Editor Functions*.

The Total lines per page setting should reflect the physical size of your paper. If you use continuous-form paper, the vertical page size is the distance between the horizontal perforations. Common settings are:

- 66 for 11-inch (standard size) paper
- 84 for 14-inch (legal size) paper

Document text prints in the region between the top and bottom margins. The text size is the number of lines on the page minus the lines in the top and bottom margins. For example, if you use 11-inch paper with 1-inch margins, the text size would be 54 lines, or 9 inches:

66	(Total lines per page setting)
– 6	(Lines in the top margin setting)
– 6	(Lines in the bottom margin setting)
54	(Text size)

If you want to paginate a document before you print it, the text size should be the same as the Set current text lines per page (CT) setting on the Editor menu. For more information, see the chapter on paginating a document in *WPS-PLUS Editor Functions*.

Vertical Lines Per Inch. The Vertical lines per inch setting controls the number of lines printed in every vertical inch of paper.

Default setting: 6

Valid settings: Any number from 0 to 20

The default setting of 6 makes the printer print 6 lines of text for every vertical inch. A setting of 8 makes the printer print 8 lines of text for every vertical inch.

Extra Half-Lines Between Lines. The Extra half-lines between lines setting adds vertical space between printed lines of text. This extra space is useful when you pencil-edit a draft copy. The value for Extra half-lines between lines is the number of half-lines added.

Default setting: 0

Valid settings: Any number from 0 to 3

The Extra half-lines between lines setting can be any of the following:

- 0 Adds no extra spacing—prints according to the rulers in your document
- 1 Adds 1 extra half-line between each line of text
- 2 Adds 2 extra half-lines between each line of text
- 3 Adds 3 extra half-lines between each line of text

You can also control the printed vertical space between lines with the left-margin ruler setting in the WPS-PLUS document. To decide whether to use the print setting or the ruler setting (or both), follow these guidelines.

Use the Extra half-lines between lines setting to:

- Print the entire document with extra vertical space.
- Add extra space temporarily. For example, use a value of 2 to print a double-spaced draft copy of a document. When you want final single-spaced copies, use a value of 0.

Use the left-margin ruler setting instead of the Extra half-lines between lines setting to:

- Print a part of a document with extra vertical space (for example, to double space a few paragraphs)
- Add extra space permanently

The Extra half-lines between lines setting and the left-margin ruler setting in a document jointly produce the line spacing in a printed document.

For instance, if a document has:

- An L in all rulers and an Extra half-lines setting of 2, the printer prints the document double-spaced
- A D in all rulers and an Extra half-lines setting of 2, the printer prints the document triple-spaced
- A D in some rulers, an L in the rest of the rulers, and an Extra half-lines setting of 0, the printer prints the document single-spaced, except for any text controlled by the D ruler settings, which is double-spaced

To compensate for an Extra half-lines between lines setting before printing a document, adjust the Total lines per page setting as necessary.

NOTE: *Some printers cannot print half lines. For a list of the features each printer supports, see Table 3-6 and the documentation for your printer.*

Left Print Margin, Spaces Between Columns. The Spaces in left print margin setting controls the number of spaces in the left margin of a printed document. The Spaces between columns setting controls the number of spaces between columns.

Default settings: Left margin = 0, Spaces between columns = 0

Valid settings: Any number from 0 to 256

The Spaces in left print margin setting inserts space at the start of every line. It moves the entire line to the right on the paper, but does not override the ruler setting.

The actual distance indented depends on the pitch setting. If the document has a Characters per inch (pitch) setting of 10, a value of 10 for Spaces in left print margin moves the document 1 inch to the right. If the document has a Characters per inch setting of 12, a Spaces in left print margin setting of 12 moves the document 1 inch to the right.

The Spaces between columns setting takes effect only when a WPS-PLUS document has a MULTI control command to print the text in multiple columns. A nonzero Spaces between columns setting prevents the edges of columns from running into each other. For more information on multi-column printing, see the chapter on control blocks in *WPS-PLUS Editor Functions*.

Characters Per Inch (Pitch). The number of characters printed per horizontal inch is the “pitch.” The commonly used pitch settings are 10 and 12.

Default setting: 10

Valid settings: Any number from 0 to 20

Most printwheels print either 10 or 12 characters per horizontal inch. Usually, the number 10 or 12 appears on the printwheel. Set the Characters per inch setting to match the printwheel you are using.

NOTE: *On some printers you cannot adjust the pitch setting. Also, some printers cannot print bolded text at pitch settings higher than 12. For a list of the features each printer supports, see Table 3-6 and the documentation for your printer.*

Effects of Pitch. If you set Characters per inch to a value greater than the pitch of the printwheel, the printer prints characters closer together. If you set Characters per inch to a lower value, the printer spreads characters out.

If you set the pitch to fit more characters to an inch, each line contains the same amount of text as before although the printing operation compresses each line horizontally.

To increase the number of characters on a line, use a wide ruler setting and a higher-value pitch setting.

Printer Settings

These settings control various features of your printer.

Print Quality. The print quality setting changes the print style for certain printers.

Default setting: DRAFT

Valid settings: DRAFT or LETTER

DRAFT causes the printer to print in draft mode (low-density font).

LETTER causes the printer to print in high-quality print mode (high-density font).

DRAFT and LETTER have no effect on some printers. For a list of the features each printer supports, see Table 3-6 and the documentation for your printer.

Sheet Feeder Tray. If you are using an automatic sheet feeder (ASF), you can tell the printer which paper tray or envelope tray to use.

Default setting: NOTRAY

Valid settings: FRONT, REAR, ALTERNATE, ENVELOPE, LETTERHEAD, or NOTRAY

The Sheet feeder tray setting allows the settings shown in Table 3-4.

Table 3-4 Sheet Feeder Settings

Value	Action
FRONT	Take paper from the front feed tray.
REAR	Take paper from the rear feed tray.
ALTERNATE	Take from front and rear tray, alternating with each sheet of paper.
ENVELOPE	Take envelopes from the envelope tray.
LETTERHEAD	Take first sheet from the front tray and all others from the rear tray.
NOTRAY	Take paper from the front feed tray. Also use this setting for tractor feed printers.

For more information on the automatic sheet feeder, see the user manual for your automatic sheet feeder.

Replacement Characters. The Replacement character 1 and Replacement character 2 settings define replacement characters. When you use a replacement character, you request the printer to print something other than the character you typed each time it finds that character. For example, you can define { as Replacement character 1 and request that your printer print £ every time it finds { in a document. You can use either one of the replacement character settings, or both at the same time.

No default settings

Valid settings: Any character

The characters printed instead of replacement characters 1 and 2 are the characters in position 257 (for 1) and 258 (for 2) in the character table for the specified printer. These characters vary depending on which printer you have and on how you have defined them in the printer table for the printer.

It is best to use replacement characters with an LQP02 printer because the LQP02 fully supports the feature. There are two replacement characters on

the printwheel for an LQP02. Positions 257 and 258 of the LQP02 printer table contain the escape sequences that select the two replacement characters on an LQP02 printwheel.

Suppose that the first replacement character on your LQP02 printwheel is the symbol for British pound sterling (£). To print out the character, you select another character, such as the { key, to type in your text each time you want the £ to print. You select { by defining it as Replacement character 1 at the Pagination Settings form. The printer then replaces all occurrences of { with a £.

For more information, see the chapter on modifying printers in the *WPS-PLUS Guide to Modifying Printer Tables*.

Print Darkness. The Print darkness setting determines how many times the printer strikes each character during printing.

Default setting: NORMAL

Valid settings: NORMAL or DARK

With the default setting of NORMAL for Print darkness, the printer strikes the paper once for each regular character, and twice for bolded characters.

With the value DARK in effect, the printer strikes twice to produce a nonbolded character, and three times to produce a bolded character.

Shadow Printing. You can print bolded text extra dark on some printers by shadow printing. Text printed with shadow printing appears darker than other bolded text.

Default setting: N

Valid settings: Y or N

The printer strikes four times to shadow-print a character. The printer performs bolding twice with a horizontal separation of 1/120 inch. The effect is a superbolded character.

NOTE: *This feature is not available on all printers. For a list of the features each printer supports, see Table 3-6 and the documentation for your printer.*

For information on bolding text, see the chapter on highlighting text in *WPS-PLUS Editor Functions*.

Printing More Than One Document

When you are working from an index, you can select several documents and print them using the Print selected (XP) option. For more information, see the chapter on working from an index.

Summary of Print Settings

Table 3-5 summarizes the print settings you can change from the Pagination Settings form. Settings appear in the table in the order of their appearance on the form.

Table 3-5 Pagination Settings Form

Setting	Meaning	Values
Number on the first page	The number printed on the first page of a document. The page number increases by one for each page printed.	Any number between 0 and 4095. Default: 1.
First page printed	The first page to be printed.	Any number between 0 and 4095. Default: 1.
Last page printed	The last page to be printed.	Any number between 0 and 4095. Default: 0.

(continued)

Table 3-5 Pagination Settings Form (Cont.)

Setting	Meaning	Values
Total lines per page (also on Page Layout form)	The number of lines on a page, including the top and bottom margins. Use 66 for 11-inch paper. Use 84 for 14-inch paper. 6 lines = 1 inch. Also affected by the limitations of your printer and by these settings: Vertical pitch, Extra half-lines between lines.	Any number between 1 and 168. Default: 66.
Print quality	Selects draft or letter quality printing.	DRAFT or LETTER. Default: DRAFT.
Vertical lines per inch (also on Page Layout form)	The number of lines printed per vertical inch.	Any number between 0 and 20. Default: 6.
Characters per inch (pitch), also on Page Layout form	The number of characters printed per horizontal inch.	Any number between 0 and 20. Default: 10.
Extra half-lines between lines (also on Page Layout form)	The number of half-lines added to the spacing between lines.	Any number between 0 and 3. Default: 0.

(continued)

Table 3-5 Pagination Settings Form (Cont.)

Setting	Meaning	Values
Sheet feeder tray	Used with an automatic sheet feeder. Controls which tray of an automatic sheet feeder feeds paper to a printer. NOTRAY and FRONT feed paper from the front tray. REAR from the rear tray. ALTERNATE feeds paper from the front and rear trays alternately, changing trays with each sheet of paper. ENVELOPE feeds envelopes from the envelope tray. LETTERHEAD feeds the first sheet from the front tray and the rest from the rear tray.	NOTRAY, FRONT, REAR, ALTERNATE, ENVELOPE, LETTERHEAD. Default: NOTRAY.
Auto paginate	Controls how a document is paginated during printing.	Y, N. Default: Y.
Lines in the top margin (also on Page Layout form)	The number of lines between the top of the paper and the first line of the text.	Any number between 0 and 126. Default: 6.

(continued)

Figure 3-5 Pagination Settings Form (Cont.)

Setting	Meaning	Values
Lines in the bottom margin (also on Page Layout form)	The number of lines between the last text line and the bottom of the paper.	Any number between 0 and 126. Default: 6.
Spaces between columns (also on Page Layout form)	The number of spaces between columns during multicolumn printing.	Any number between 0 and 256. Default: 0.
Spaces in left print margin (also on Page Layout form)	The number of spaces added to the left of each line in addition to your ruler setting.	Any number between 0 and 256. Default: 0.
Replacement character 1	Replaces a character in your document with a different printer character, taken from position 257 in the table.	Any character from the keyboard. No default.
Replacement character 2	Replaces a character in your document with a different printer character, taken from position 258 in the table.	Any character from the keyboard. No default.
Print darkness	Controls the darkness of print. NORMAL makes the printer strike each character once. DARK makes the printer strike each character twice.	NORMAL, DARK. Default: NORMAL.

(continued)

Table 3-5 Pagination Settings Form (Cont.)

Setting	Meaning	Values
Shadow print	Controls whether bolded characters are shadow printed. Overprints a bolded character on itself, with 1/120" separation, so it appears extra bold.	Y, N. Default: N.
Widow/orphan control lines	Controls whether short paragraphs can be split across pages when printed.	Any number between 0 and 5. Default: 0.

Printer Features

Table 3-6 lists the features of the printers that you can use with WPS-PLUS.

Table 3-6 Printer Features

PRINTER FEATURE	L Q P 0 2	L Q P 0 3	L Q P 4 5	L A 5 0	L A 7 5	L A 1 0 0	L A 2 1 0	L N 0 1 S	L N 0 3 •	L P 1 1	L J 2 5 0	Q U M E ••
1/2 Line Spacing	Y	Y	Y	Y	Y	Y	Y	N	Y	N	Y	Y
Bolding	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Change Bars	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Column Width—Portrait												
10 pitch	132	110	132	80	80	132	132	80	80	132	80	196
12 pitch	158	132	158	96	96	158	158	—	96	—	96	235
15 pitch	198	165	198	132	132	—	—	—	120	—	132	256
16 pitch	—	—	211	—	—	217	217	—	132	—	—	—
Composite Characters	Y	Y	Y1	Y	Y	Y	Y	N	Y	N	Y	Y
Double Underlining	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y
Landscape	N	N	N	N	N	N	N	Y	Y	N	N	N
Letter Quality Mode	Y	Y	Y	Y2	Y2	Y2	Y2	Y	Y	N	Y3	Y
Multinational Characters	N	Y	Y	Y	Y	Y4	Y	Y5	Y	N	Y	Y
Page Size (lines)												
6 pitch	66	66	66	66	66	66	66	57	63	66	66	66
8 pitch	88	88	88	87	87	87	87	—	84	—	88	87
Redlining	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Replacement Characters	Y	N	N	N	N	N	N	N	N	N	N	N
Shadow Printing	Y	Y	Y	N	N	N	N	N	N	N	N	Y
Sheet Feeder Support	Y	Y	Y	N	Y	N	N	N	N	N	N	N
Subscript & Superscript	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y
TDE Diagrams	N	N	N	Y	Y	Y6	Y	N	Y7	N	Y	N
Technical Characters	N	N	N	N	N	Y8	Y8	Y	Y	N	Y	N
Underlining	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Upper/Lowercase	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y

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NOTES:

- * *The PrintServer 40 printer (LPS40) and the LN03-R printer are supported by means of the ANSI translator (no support for additional paper bins). When you use these printers with WPS-PLUS, their features are identical to those of the LN03 printer in the table above.*
- ** *The QUME Sprint 11/40-130 WT PLUS Wide Track Letter Quality Printer is available only from QUME, and supports a 256 column width.*
- Y1 *Composite Characters and the equal sign will not print properly on the bottom inch of the LQP45 when using the sheet feeder.*
- Y2 *The LA50, LA100, and LA210 dot matrix printers have an enhanced print mode that approaches letter quality printing.*
- Y3 *The default mode of the LJ250 is comparable to the letter quality mode of the LA-series printers.*
- Y4 *The Multinational Character Set can be used only if you have a printwheel or ROM containing the Multinational Character Set.*
- Y5 *LN01S provides Multinational Character Set in portrait mode but not in landscape mode.*
- Y6 *The appropriate ROM is required for the line drawing characters.*
- Y7 *A memory cartridge (LN03X-CR) is required to print TDE diagrams in landscape mode on the LN03.*
- Y8 *The Technical Character Set (TCS) ROM is required. The TCS ROM is available on Version 2.0 LA100 and LA210 printers with the LA10X-CR internal ROM or the plug-in cartridge LA10X-AR ROM.*

Compensating for Printer Page Size

DIGITAL printers vary in the number of lines they can print on a page.

For example, the LN03 printer only prints 63 lines per page although WPS-PLUS print settings allow for 66 lines by default. To print documents on an LN03, you must adjust the Total lines per page (PS) setting so that it does not exceed 63. Then adjust your Current text size (CT) and Top margin (TM) and Bottom margin (BM) settings accordingly.

For information about any printer, see the documentation for your printer.

Printing to Port

To use a printer attached to the printer port of your terminal, your VMS account must be set up appropriately. For more information, see your system manager.

You cannot change the control settings when you print a document to a port printer.

4

Organizing Documents in the File Cabinet

This chapter describes the index information you assign to documents and the options available for organizing the File Cabinet.

Your File Cabinet stores each document in a folder under a title and a number. Folder names, document titles, and document numbers are “index information.” When you use the Index (I) option to look up a document, you see a listing of index information that reveals the structure of your File Cabinet.

You assign a document title and a folder name to each document when you create it, and you can assign keywords to group documents in many ways. Only the document number is assigned automatically.

As in an ordinary office file cabinet, you keep related documents together by putting them in the same folder. You can organize your File Cabinet in any way you like, but the better organized your File Cabinet, the easier it is for you to find things.

It is good practice to:

- Give documents and folders meaningful titles that will help you recognize their contents later on
- Periodically delete documents you no longer need
- Refile stray documents into other folders to improve the structure of your File Cabinet
- Save extra copies of important documents

As you add documents to your File Cabinet, check to make sure each folder contains related documents. Make sure it is easy to select the document you want. If you find that it is not, can you rename documents and folders to make their names more descriptive? Use the Refile Document (RFD) option to refile or rename documents and use the Refile Folder (RFF) option to refile or rename folders.

Does your File Cabinet contain any documents you rarely need? Try refileing those documents in a folder named SAVE.

Assigning Index Information to a Document

Whenever you create, refile, or copy a document, you assign index information. The more information you assign, the easier it is to find the document later. You can add or change the information at any time using the Update index information (U) option.

Index information comprises:

- **Folder name.** Every document is filed in a folder. You can have as many folders as you like and you can name them as you like. When you need a new folder, just specify a new folder name when you create a document. You can group folders together by starting each folder name with the same word as in: Reports Weekly, Reports Monthly, and Reports Sales.

Keep in mind when you assign a folder name that the Index of Documents can only display 18 characters of the name. For that reason it is good to limit folder names to 18 characters.

- **Title.** Give each document a descriptive title that will help you recognize the document later.

Keep in mind the following when you assign document titles:

- Titles do not need to be unique since document numbers are unique.
 - If you assign a long document title, the Current Document Block may display only part of the title. Try to keep your document titles to within 35 characters.
 - If you insert any important words in the left portion of the title, you can more easily search your File Cabinet contents because any search for a title begins with the left-most character.
- **Number.** Every document in your File Cabinet has a unique number assigned automatically when you create or receive the document. The number shows in the Current Document Block and you can display it with the Update index information (U) option. For more information, see the chapter on organizing your File Cabinet.

It is sometimes easier to select the document by number than by title. For example, if more than one document has the same title and you do not want to select the one created most recently, select the document by its number.

- **Keywords.** Keywords are optional words that help you find documents later. Keywords give you a way of grouping documents in addition to grouping them by folder. For example, you can group documents in the ANNOUNCEMENTS and REPORTS folders under the (product name) keywords PRODUCT A, PRODUCT B, and PRODUCT C.

You can assign more than one keyword to the same document. For example, while you are grouping documents by product name, you can group the same documents by assigning the keyword ENHANCED to documents that discuss the enhanced version of the product. Be sure to separate two keywords with a comma (.). When entering keywords for a report about the enhanced version of Product A, you would type PRODUCT A, ENHANCED.

If you forget a keyword, use the Update index information (U) option to display it.

Document Size Limit

A document can contain approximately 32,000 lines. You receive an error message if your document exceeds the size limit.

If you have not inserted NEW PAGE marks or PAGE MARKERS, you can use Gold STATUS to see how many lines are in a document.

To display the number of lines in a document:

- 1 Press Gold BOT DOCMT.

The cursor moves to the last line of the document.

- 2 Press Gold STATUS.

Your screen displays the number of the current line on the current page. As the document contains only one page (you have not paginated the document), the line number displayed is the number of lines in the document.

File Cabinet Menu

The File Cabinet menu lists the options for organizing the documents in the File Cabinet. To display this menu:

Enter FC.

NOTE: You can use any of the File Cabinet options from the Word and Document Processing menu even though few of the options appear there.

Table 4-1 briefly describes the options on the File Cabinet menu.

Table 4-1 File Cabinet Menu Options

Option		Action
Select	SEL	Chooses a document to work on.
List folders	LF	Lists folder names, the number of documents in each folder, and the total number of documents in the File Cabinet.
Print index	PI	Prints information about the documents that you specify. The information includes details such as the full title of each document and its keywords.
Refile document	RFD	Moves a document from one folder to another.
Cross-file document	XFD	Puts a cross-reference to a document in another folder so that you can access the document from either folder. The new folder for the cross-filed document shows in the Current Document Block.
Make copy of document	MCD	Puts a copy of a document in another folder so that you can edit it without altering the original.
Update index information	U	Changes a document's index information, which includes its folder, title, and keywords.
Locate document	L	Displays the Locate Document menu from which you can select documents quickly.
Refile folder	RFF	Moves all the documents in a folder to another folder.
Cross-file folder	XFF	Puts cross-references to all the documents in one folder into another folder so that you can access the documents from either folder. The new folder for the cross-filed documents shows in the Current Document Block.

(continued)

Table 4-1 File Cabinet Menu Options (Cont.)

Option		Action
Make copy of folder	MCF	Puts copies of all the documents in one folder into another folder so that you can edit them without altering the originals.
Delete folder	DF	Deletes all the documents in a folder and puts copies of them in the Wastebasket folder.
Empty the Wastebasket	EW	Deletes all documents from the Wastebasket folder.
File cabinet reorganization	FCO	Rearranges the storage of your documents so that WPS-PLUS works more efficiently.
Training	TR	Displays the Computer-Based Instruction (CBI) menu.

Selecting a Document (SEL)

For information about the Select (SEL) option, see the chapter on WPS-PLUS basics.

Listing Folders (LF)

Use the List Folders (LF) option to quickly list the folders in your File Cabinet, to display the number of documents in each folder, and to print the list of folders. For more information on this option, see the chapter on working from an index.

Printing Index Information (PI)

The Print index (PI) option prints the index information of the documents you specify. The printed index contains the folder name, document title, and the most recent date of modification. You can display the same information by building an index with the Index (I) or Recall index (RI) option.

To print an index:

- 1 Enter PI.
- 2 Enter information that describes the group of documents whose index information you want to print.
- 3 Press RETURN to confirm that these are the documents you want.
- 4 Complete the Printing Document form to define how and where to print the index.
- 5 If you want to change control settings, press GOLD A.

Refiling a Document into a Different Folder (RFD)

Use the Refile document (RFD) option to move a document from one folder to another.

When you need to rename a document, use the Refile document option to assign a new title. Figure 4-1 illustrates the use of the Refile document option.

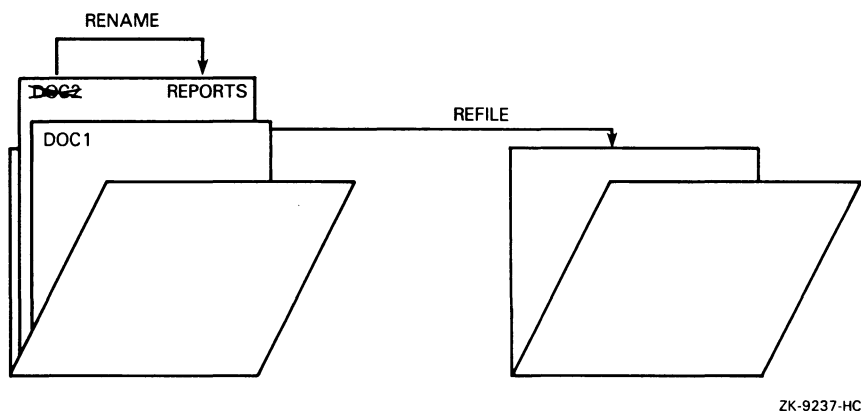


Figure 4-1 Refiling or Renaming a Document

To refile (or rename) a document:

- 1 Enter RFD.
- 2 Enter the name of the folder in which you are refileing the document.
- 3 If you are renaming the document, enter the new title.

For more information about renaming, see the section on Updating index information in this chapter.

Cross-Referencing a Document (XFD)

Use the Cross-file document (XFD) option to cross-reference a document in an additional folder. You can then select the document from the new folder or from the original folder. After you use the option the Current Document Block displays the cross-filed document as if it were in the new folder.

The Cross-file document option is useful if you have a document that is related to documents stored in two different folders. Cross-file the document so you can select the document from either folder or list the document in either folder with the Index (I) option.

After you use the option, there is still only one copy of the document. If you make any changes to the document, it changes in all folders and you have no copy of the original.

If you delete one of the cross-references to a document, you do not delete the document. If you want to delete a document you must delete all of its cross-references, which have the same document number as the original. You can do this quickly by selecting the original and all cross-references from an index. For more information, see the chapter on working from an index.

To cross-file a document in another folder:

- 1 Enter XFD.
- 2 Enter the folder into which you want to put a cross-reference.
- 3 If you are assigning a new title to the cross-reference, enter a new document title.

To check if a document is cross-filed, use the Index (I) option to display a list of documents with the same document number.

Making a Copy of a Document (MCD)

Use the Make copy of document (MCD) option to make a copy of a document that you can edit without changing the original document. In this way you can make and keep different versions of the document.

To make a copy of a document:

- 1 Enter MCD.
- 2 Enter a folder name for the new document.
- 3 Enter a title for the new document.

The original document remains in your File Cabinet.

Updating Index Information (U)

Use the Update index information (U) option to display or change index information for the current document. You can display and change:

- Folder name (refile a document)
- Document title (rename a document)
- Document keywords (replace, delete, or add keywords)

You can display, but not change:

- Document number
- Date of creation
- Date of last modification

To display (and update) the index information for the current document:

- 1 Enter U.
- 2 Optionally enter the new folder, title, or keywords.

The next time you select the document, you must use the new folder, title, or keywords.

Locating a Document (L)

The Locate document option displays a menu of options for locating a document. Table 4-2 shows these options.

Table 4-2 Locate Document Menu Options

Option		Action
Next in folder	N	Selects the next document in the current folder. You can also press DOWN ARROW.
Next of same number	NN	Selects the next cross-reference to the current document.
Next of same title	NT	Selects the next document with the same title as the current document.
Top of folder	TF	Selects the first document in the current folder. You can also press UP ARROW.
Top of cabinet	TC	Selects the first document in the first folder in the File Cabinet. You can also press GOLD UP ARROW.
Next folder	NF	Selects the first document in the next folder. Folders are filed alphabetically. You can also press GOLD DOWN ARROW.

Refiling a Folder (RFF)

Use the Refile folder (RFF) option to move all the documents in the current folder to another folder. WPS-PLUS then deletes the old folder.

When you need to rename a folder, use the Refile folder (RFF) option to assign a new name.

To refile (or rename) a folder:

- 1 Enter RFF.
- 2 Enter the name for the new folder, or the new name for the existing folder.

If the folder name you enter does not exist, the File Cabinet creates a new folder.

For more information about renaming, see the section on Updating Index information in this chapter.

Cross-Referencing a Folder (XFF)

Use the Cross-file folder (XFF) option to assign an additional folder name to the current folder. You can access the cross-filed documents using either folder name. However, only one copy of the folder and its documents exists in your File Cabinet.

To cross-file a folder:

- 1 Enter XFF.
- 2 Enter a new folder name.

If the folder name you enter does not exist, the File Cabinet creates a new folder and cross-files the documents to that folder.

If you enter the name of an existing folder, the File Cabinet cross-files the documents to that folder.

All cross-filed documents have the same document numbers as the original documents.

Making a Copy of a Folder (MCF)

Use the Make copy of folder (MCF) option to duplicate all of the documents in a folder and file them in a new folder. Two copies of each document will exist, one in the original folder and one in the new folder.

To make a copy of a folder:

- 1 Enter MCF.
- 2 Enter a folder name.

If the folder name you enter does not exist, the File Cabinet creates a new folder and the copies go into that folder.

If you enter the name of an existing folder, the copies go into the existing folder.

Duplicated documents have the same titles but different numbers. Also, the order of documents in the new folder is the reverse of the order of documents in the original folder. For example, if the order of the original folder is A, B, C, the order in the new folder is C, B, A.

Deleting a Folder (DF)

Use the Delete folder (DF) option to delete all the documents in folders you no longer need. The File Cabinet files deleted documents in the Wastebasket folder.

To delete a folder:

- 1 Enter DF.
- 2 Enter a folder name.
- 3 Enter Y at the prompt.

The Wastebasket

The Wastebasket folder is similar to the other folders in the File Cabinet. You can use the options on the Word and Document Processing menu to list, select, and refile documents in the Wastebasket. Deleted files remain in the Wastebasket until you remove them permanently from the File Cabinet with the Empty Wastebasket (EW) option.

Use the Index (I) option to list the contents of your Wastebasket.

You can retrieve a deleted document using the Refile document (RFD) option if the Wastebasket has not been emptied since you deleted the document.

Emptying the Wastebasket (EW)

Use the Empty Wastebasket (EW) option to delete ALL documents in the Wastebasket.

NOTE: *You cannot retrieve documents after you delete them from the Wastebasket.*

To delete all documents in your Wastebasket:

- 1 Enter EW.

A prompt asks if you really want to delete all the documents in the Wastebasket.

- 2 Enter Y.

If you decide not to delete all the documents in the Wastebasket, enter N at the prompt.

You should periodically use the File cabinet reorganization (FCO) option. This option lets you reuse the space previously taken up by documents deleted. For more information, see the section in this chapter on the File cabinet reorganization (FCO) option.

File Cabinet Reorganization (FCO)

The File cabinet reorganization (FCO) option rearranges document storage to give you more disk space so you can work faster. This option does not renumber your documents or change the arrangement of documents within the File Cabinet.

Use this option whenever you have deleted a large number of documents from the File Cabinet. The reorganization of your File Cabinet may take a few minutes.

Working with More Than One Document

You can work on several documents at once by displaying an index of documents, selecting the documents you want, and entering the appropriate option.

The File Cabinet options for multiple documents are on the Index menu. These options are similar to the options on the File Cabinet menu, which work on one document at a time.

For more information, see the chapter on working from an index.

5

Working from an Index

The Index (I) option, which is available from several WPS-PLUS menus, displays information about a collection of documents. The collection is called an “index” and the display is called an “Index of Documents.”

You display the Index of Documents to examine the contents of your File Cabinet or to select documents. You can select one document to work on or you can select several. You perform operations such as printing, deleting, and refiling on the selected documents by entering one of the options listed on the Index menu.

This chapter explains:

- How to build an index
- How to select more than one document
- How to use the Index menu

Features of an Index

Each index is a group of documents in your File Cabinet such as the documents in one folder. You define the group by entering information at the Index of Documents, a process called “building an index.” Then you display a list of the documents in the group.

Each line in an Index of Documents describes a document. If there are more documents in the index than fit on one screen, the list continues on subsequent screens. Table 5-1 explains how to display more of the index.

Figure 5-1 shows an Index of Documents.

Index of Documents		
(Selections: 0)		
No.	Folder	Modified
> 1	LETTERS	15-Feb-1988
2	LETTERS	15-Feb-1988
3	LETTERS	11-Feb-1988
4	LETTERS	11-Feb-1988
Move to item, and enter option (Press GOLD MENU to see options, or HELP for more information)		

Figure 5-1 Index of Documents

Building an Index

To build an index you complete a form with information that applies to only those documents you want to include. You do not need to complete all the fields on the form. The more fields you complete, the fewer documents match the information and so the shorter the index will be. If you do not complete any fields, the index will contain all the documents in your File Cabinet and may be too large to manage.

If you want to enter some information into a field, but cannot remember exactly what to type, move to that field, type the first few letters or nothing at all, and press FIND. If you know part of an entry but not the first letters, type what you know (type a space only if it is part of the entry) and press GOLD EMBEDDED SEARCH. If more than one item matches what you typed, you see a list of items and you pick an entry from the list displayed.

To build an index:

- 1 Enter I.
- 2 Complete one or more fields at the bottom of the Index of Documents with information on the documents you want:
 - a If the documents you want are in the same folder, enter the folder name. You can also enter the first part of the folder name if you want documents from several folders and their names start in the same way, such as Sales Eastern and Sales Western.
 - b Enter the title or the first part of the title if what you enter is the same for all the documents you want in your index.
 - c If you created or received the documents consecutively, enter the range of their numbers, with the lower number in the Number field and the higher number in the To field. If you cross-filed a document in several folders, enter the document number to build an index of all the cross-references. To look up a document number, move the pointer to the document and use the Update index information (U) option.
 - d If you created or received the documents over a limited time period, enter the earliest document date in the Date field and

the latest date in the following To field. To look up a creation date, move the pointer to the document and use the Update index information (U) option.

- e If the documents have the same keyword, enter the keyword. You can enter more than one keyword if you separate them with commas, but only documents that have all of the keywords will be included in the index.
- f If several documents contain the same word or phrase (in the text of the document, not in the document title), enter the word or phrase.

3 Press RETURN to display the index.

When you have built the index, you can select one or more documents from it and use an option on the selected documents.

Table 5-1 Function Keys to Use at the Index of Documents

Function Key(s)	Movement Within Index
DOWN ARROW or RETURN	Moves to the next document.
UP ARROW	Moves to the previous document.
NEXT SCREEN	Moves to the next screen of the index.
PREV SCREEN	Moves to the previous screen of the index.
GOLD T	Moves to the first screen of the index.
GOLD B	Moves to the last screen of the index.
GOLD UP ARROW	Moves to the top of the displayed screen of the index.
GOLD DOWN ARROW	Moves to the bottom of the displayed screen of the index.
GOLD F	Selects the document indicated by the pointer and redisplay the menu. The selected document appears in the Current Document Block.
GOLD MENU	Displays the Index menu, which shows the options available at the index. Press EXIT to return to the index.

Recalling the Previous Index (RI)

The Recall Index (RI) option on the Word and Document Processing menu redisplayes your previous index. This index contains the same documents it contained when you last displayed the Index of Documents, together with the same selections.

You cannot recall an index from a previous WPS-PLUS session.

Selecting a Document

You can use the Index of Documents to look up and select a document.

To select one document:

- 1 Build an index that contains the document. See the section on building an index.
- 2 Move the pointer to the document with UP and DOWN ARROW or enter the number of the document in the index. Use the function keys shown in Table 5-1 to display other parts of the index.
- 3 Press GOLD F to select the document and return to the Word and Document Processing menu. The document appears in the Current Document Block.

Working on More Than One Document

Sometimes you need to read, print, or delete more than one document.

To work on more than one document:

- 1 Build an index.
- 2 Select one or more documents.

To select all documents in the index, enter ALL.

To select documents individually, point to each one and press SELECT or enter their line numbers. When you select a document, the document receives an x (the selection marker) and the count of selected documents at the top of the index increases by one.

You can also deselect one or more documents. When you deselect a document, its selection marker, the x, disappears and the count of selected documents decreases by one. Table 5-2 shows the different ways of selecting and deselecting documents.

- 3 After you have selected documents, press GOLD MENU to display the Index menu.
- 4 Enter an option. The first screen of the Index menu contains the options that work on more than one document.

Once you know these options well, you will not have to display the Index menu to enter an option.

Table 5-2 Selecting and Deselecting Documents

Selection Method	Documents Selected or Deselected
Press SELECT	Selects the document next to the pointer.
Press GOLD SELECT	Deselects the document next to the pointer.
Type 3, 7, 5, 1 and press SELECT or GOLD SELECT.	Selects or deselects documents 3, 7, 5 and 1.
Type 5-8 and press SELECT or GOLD SELECT.	Selects or deselects documents 5, 6, 7, and 8.
Type 5-8, 1 and press SELECT or GOLD SELECT.	Selects or deselects documents 5, 6, 7, 8 and 1.
Enter ALL	Selects all documents in the index.
Enter CAS	Deselects all documents in the index.

The Index Menu

To display the Index menu from the Index of Documents:

Press GOLD MENU

The following options are on the Index menu:

- Options for more than one document. These options work on all the selected documents.
- Options for one document. Most of these options work on the document next to the pointer.

Options for More Than One Document

Figure 5-2 shows the first screen of the Index menu, which lists options for more than one document.

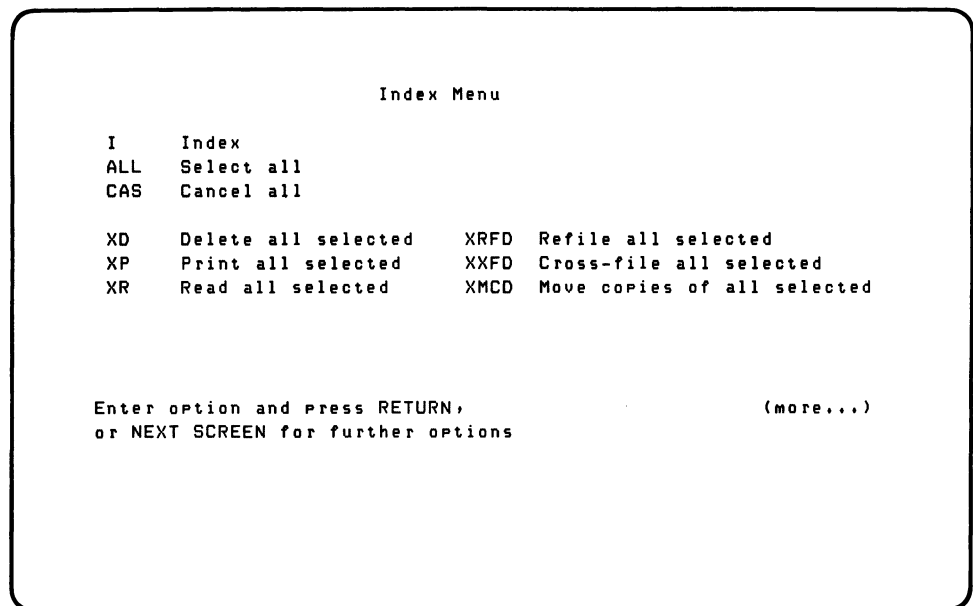


Figure 5-2 Index Menu: Options for More Than One Document

Table 5-3 describes the options that work on more than one document.

Table 5-3 Index Menu: Options for More Than One Document

Option		Action
Index	I	Builds another index.
Select all	ALL	Selects every document in the index.
Cancel all selected	CAS	Deselects the selected documents.
Delete all selected	XD	Deletes the selected documents.
Print all selected	XP	Prints the selected documents.
Read all selected	XR	Displays the text of the selected documents on your terminal.
Refile all selected	XRFD	Refiles the selected documents.
Crossfile all selected	XXFD	Puts cross-references for each selected document in a different folder. You can then access each document from two folders.
Move copies of all selected	XMCD	Copies the selected documents.

Returning to the Index (I). The Index (I) option on the Index menu allows you to build a new index. The new index replaces the previous index.

To use this option after you have finished working with an index:

- 1 Enter I.
- 2 Build another index.

If you change your mind and want to continue using your current index, press EXIT.

Selecting All Documents in the Index (ALL). The Select all (ALL) option selects all documents in the index you have built and returns you to the Index of Documents.

To use this option:

- 1 Build an index.
- 2 Enter ALL.

For more information, see the section on building an index.

Canceling All Selected Documents (CAS). The Cancel all (CAS) option cancels all selections. Use this option if you need to redo your selections.

To use this option after you have selected documents:

- 1 Enter CAS.
- 2 Select documents again.

NOTE: You cannot restore your selections with the Recall index (RI) option after you cancel them.

Deleting All Selected Documents (XD). The Delete all selected (XD) option deletes the selected documents.

To delete more than one document:

- 1 Build an index.
- 2 Select the documents to delete.
- 3 Enter XD.

The Index of Documents shows the selected documents in the WASTEBASKET folder.

Printing All Selected Documents (XP). The Print all selected (XP) option prints the selected documents.

To print more than one document:

- 1 Build an index.
- 2 Select the documents to print.
- 3 Enter XP.

The Printing Document form appears.

- 4 Change print settings just as though you were printing one document. All selected documents receive the same print settings.

Reading All Selected Documents (XR). The Read all selected (XR) option displays the selected documents on your screen.

To read more than one document:

- 1 Build an index.
- 2 Select the documents to read.
- 3 Enter XR.

Your screen displays the first screen of the first document.

- 4 Press RETURN to display more of the same document, or the first screen of the next document.

You can use special function keys when reading a document and you can use the Read menu options. For more information, see the section on reading a document in the chapter on word processing.

Refiling All Selected Documents (XRFD). The Refile all selected (XRFD) option refiles the selected documents in a different folder.

To refile the selected documents:

- 1 Build an index.
- 2 Select the documents to refile.
- 3 Enter XRFD.
- 4 Enter the name of the folder into which you are refiling the documents.
- 5 Enter any keywords to assign to the selected documents.

Cross-Filing All Selected Documents (XXFD). The Cross-file all selected (XXFD) documents option puts cross-references to the selected document in another folder so that you can access the documents from either of two folders. You can then select the documents from the new folder or from the original folder.

This option is useful if you have several documents associated with documents in another folder.

To cross-file all selected documents:

- 1 Build an index.
- 2 Select the documents to cross-file.
- 3 Enter XXFD.
- 4 Enter the name of the destination folder.
- 5 Enter any keywords to assign to the selected documents.

For more information, see the section on cross-referencing a document in the chapter on organizing your File Cabinet.

Copying All Selected Documents (XMCD). The Move copies of all selected (XMCD) option creates copies of the selected documents in another folder. Use this option to save copies of documents. You can edit the copied documents without changing the original documents.

To copy all selected documents:

- 1 Build an index.
- 2 Select the documents to copy.
- 3 Enter XMCD.
- 4 Enter the name of the destination folder.
- 5 Enter any keywords to assign to the selected documents.

Options for One Document

The second screen of the Index menu shows options you can use to work on a single document without leaving the Index of Documents. With the exception of the Create (C) and File Cabinet (FC) options, all options work on the document marked by the pointer.

To work on one document:

- 1 At the Index of Documents, move the pointer to the document you want to work on.
- 2 Press GOLD MENU.

3 Press NEXT SCREEN.

4 Enter an option.

Figure 5-3 shows the second screen of the Index menu, which contains often used options such as Edit (E) and Read (R).

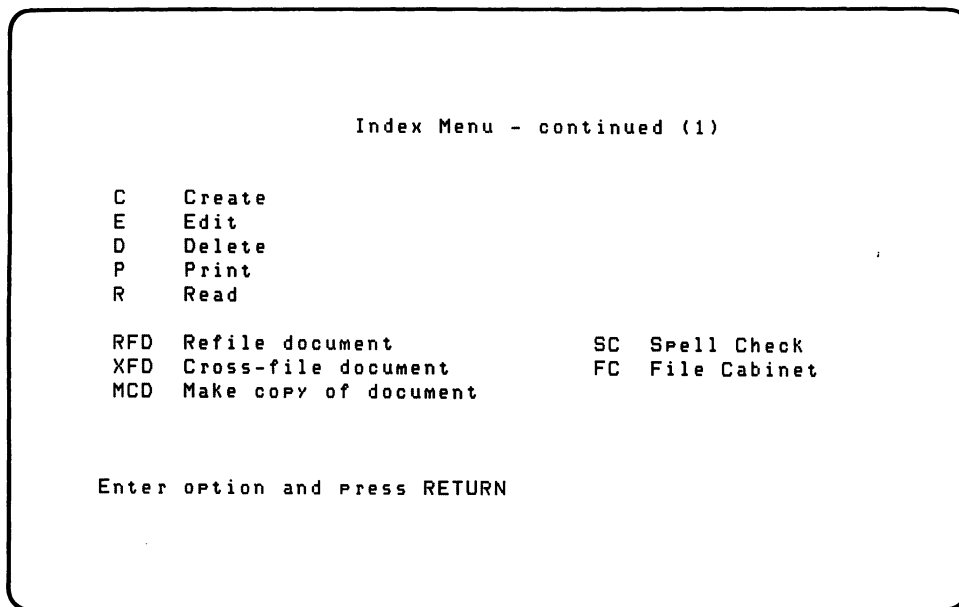


Figure 5-3 Index Menu: Options for One Document

Once you know these options well, you can enter them from the Index of Documents without displaying the Index menu.

Leaving the Index

Table 5-4 shows the function keys you can use to leave the Index of Documents.

Table 5-4 Leaving the Index

Function Key(s)	Screen Displayed
GOLD F	Selects the document indicated by the pointer and redisplay the menu from which you entered the Index (I) option. The selected document appears in the Current Document Block.
EXIT	Displays the menu from which you entered the Index (I) option, without updating the Current Document Block.

Listing Folders (LF)

Use the List Folders (LF) option on the File Cabinet menu to quickly list folders in your File Cabinet and display the number of documents in each folder.

To list folders:

- 1 Enter LF
- 2 If you want to list all folders in the File Cabinet, press RETURN.
- 3 If you want to list only one folder, enter a folder name.

If more than one folder name starts with the characters you typed, you see a listing of those folders.

When you list all folders in the File Cabinet, the total number of documents in your File Cabinet appears at the bottom of the list.

To print a listing:

- 1 Select folders from the displayed list. Select folders in the way you select documents from the Index of Documents. Select folders individually with the SELECT key or select all folders with the Select all (ALL) option. If you want to cancel all selections and start over, use the CAS (Cancel all) option.

- 2 Enter a print option. The Print (P) option prints a listing of the folder by the pointer. The Multiple print (XP) option prints a listing of the folders you have selected. To display these options, press GOLD MENU after you select documents.
- 3 Complete the Printing Document form to define how and where to print the index.
- 4 Change control settings if necessary.

Table 5-5 shows the options used to print folder listings.

Table 5-5 Index Menu Options (for List Folders)

Option		Action
Select all	ALL	Selects every folder in the File Cabinet.
Cancel all selected	CAS	Deselects the selected folders.
Print	P	Prints a listing for the folder by the pointer.
Print all selected	XP	Prints a listing for the selected folders.

Example UDP

The following UDP deletes the currently selected document, empties the Wastebasket, and reorganizes the File Cabinet:

```
D{RETURN}      !Selects the Delete option.  
FC{RETURN}     !Selects the File Cabinet option.  
EW{RETURN}     !Selects the Empty Wastebasket option.  
Y{RETURN}      !Enters yes at the prompt.  
FCO{RETURN}    !Selects the File cabinet reorganization option.  
Y{RETURN}      !Enters yes at the prompt.  
{EXIT}        !Returns to the WPS-PLUS menu.
```

Assigning UDPs to Special Function Keys

6

User-Defined Processes

A User-Defined Process (UDP) is a set of keystrokes that perform work in WPS-PLUS. To do the work, you invoke the UDP. Create UDPs for jobs you do often to save time and avoid mistakes.

You create a UDP in the same way you create a document. The keystrokes

To invoke a UDP:

- 1 Press GOLD UDP.
- 2 Enter the name of the UDP you want to use, or press DOWN ARROW to select the next UDP in alphabetic sequence. Press UP ARROW if you want to return to the top of the list.

To invoke a UDP you have assigned to a key on the function keystrip, perform the following steps.

For UDPs F17 through F20:

Press the appropriate function key.

For UDPs GOLDF17 through GOLDF20:

Press GOLD, then press the function key.

Stopping a UDP

To stop a UDP while it is running:

Press INTERRUPT.

The effect of INTERRUPT depends on what the UDP is doing when you stop it. If you invoked the UDP at a menu, the menu appears again. If you invoked the UDP while editing a document, you may have to press RETURN to display the document again.

Selecting a UDP (SEL)

The Current UDP Block displays the name of the current (selected) UDP. This is the UDP currently available for editing, deleting, printing, or reading.

To select a UDP, use the Select (SEL) option as follows:

- 1 Enter SEL.
- 2 Enter the new UDP name on the form.

Editing a UDP (E)

To edit a UDP, display the User-Defined Process Maintenance menu. Use the Edit (E) option as follows:

- 1 Enter E.
- 2 Edit the UDP definition following the rules described in the section on writing and editing UDPs.
- 3 Press EXIT to file the new definition.

Deleting a UDP (D)

To delete a UDP, use the Delete (D) option as follows:

- 1 Enter D.
- 2 Enter Y at the prompt to delete the UDP.

If you decide not to delete the UDP, enter N at the prompt.

NOTE: *The deleted UDP does not go into the Wastebasket. You cannot recover the UDP using the File Cabinet menu options.*

Printing a UDP (P)

To print a UDP, use the Print (P) option as follows:

- 1 Enter P.
- 2 If you want to change control settings, press NEXT SCREEN and change settings.
- 3 Press RETURN to print.

For more information about changing control settings, see the chapter on printing in this manual.

Reading a UDP (R)

To display a UDP on your screen, use the Read (R) option as follows:

- 1 Enter R
- 2 When you have finished reading the definition, press RETURN.

You can use special function keys when reading a UDP and you can use the Read menu options. For more information, see the section on reading a document in the chapter on word processing.

Displaying an Index of UDPs (I)

If you forget what you have named a UDP, or if you want to see how many UDPs you have defined, display your Index of UDPs. You can then select one or more UDPs to work with directly from the Index.

To display an index of all UDPs, use the (I) option as follows:

- 1 Enter I
- 2 You see a list of UDPs in alphabetical order.

Figure 6-1 shows an Index of UDPs.

Index of UDPs

(Selections: 0)

No.	UDP
> 1	CREATE
2	DELETE
3	EMPTY
4	LIST
5	SORT

Move to item, and enter option (Press GOLD MENU to see options, or HELP for more information).

Figure 6-1 Index of UDPs

Working on More Than One UDP

You can read, print, or delete more than one UDP in a single operation.

To work on more than one UDP:

- 1 If you want to work on all UDPs, enter ALL to select them.
- 2 To select UDPs individually, either point to each one and press SELECT or enter their line numbers. When you select a UDP, it is marked with an x and the count of selected UDPs at the top of the Index of UDPs increases by one.

You can also deselect one or more UDPs. When you deselect a UDP, its selection marker, the x, disappears and the count of selected UDPs decreases by one. Table 6-2 shows the different ways of selecting and deselecting UDPs.

- 3 After you have selected UDPs, press GOLD MENU to display the Index menu.
- 4 Enter one of the options that works on selected UDPs.

Once you know these options well, you can enter them from the Index of UDPs without displaying the Index menu.

Table 6-2 Selecting and Deselecting UDPs

Selection Method	UDPs Selected or Deselected
Press SELECT	Selects the current UDP.
Press GOLD SELECT	Deselects the current UDP.
Enter 3,7,5,1	Selects UDPs 3, 7, 5 and 1.
Enter 5-8	Selects UDPs 5, 6, 7 and 8.
Enter 5-8, 1	Selects UDPs 5, 6, 7, 8 and 1.
Enter ALL	Selects all UDPs in the index.
Enter CAS	Deselects all UDPs in the index.
Press CANCEL	Deselects all UDPs in the index.

The Index Menu

The Index menu is available from the Index of UDPs.

To display the Index menu:

Press GOLD MENU at the Index of UDPs.

The following options are on the Index menu:

- Options for more than one UDP. These options work on all selected UDPs.
- Options for one UDP. Most of these options work on the UDP next to the pointer.

Figure 6-2 shows the Index menu.

Index Menu

ALL	Select all		
CAS	Cancel all		
C	Create		
E	Edit		
D	Delete	XD	Delete all selected
P	Print	XP	Print all selected
R	Read	XR	Read all selected

Enter option and Press RETURN

Figure 6-2 Index Menu (UDP)

Table 6-3 describes the options on the Index menu.

Table 6-3 Index Menu (UDP) Options

Option		Action
Select all	ALL	Selects every document in the index.
Cancel all selected	CAS	Deselects the selected documents.
Create	C	Creates a UDP.
Edit	E	Edits a UDP.
Delete	D	Deletes a UDP.
Print	P	Prints a UDP.
Read	R	Displays a UDP.
Delete all selected	XD	Deletes the selected UDPs.
Print all selected	XP	Prints the selected UDPs.
Read all selected	XR	Displays the contents of the selected UDPs.

Options for More Than One UDP

The options that work on more than one UDP are:

- Select all (ALL)
- Cancel all (CAS)
- Delete all selected (XD)
- Print all selected (XP)
- Read all selected (XR)

Selecting All UDPs (ALL)

The Select all (ALL) option selects all UDPs.

To use this option:

Enter ALL

An x, the selection marker, appears by each name in the Index of UDPs.

Canceling All Selected UDPs (CAS)

The Cancel all (CAS) option cancels all selections. Use this option if you need to redo your selections.

To use this option:

Enter CAS

The selection markers disappear from the Index of UDPs.

Deleting All Selected UDPs (XD)

The Delete all selected (XD) option deletes ALL selected UDPs.

To delete more than one UDP:

- 1 Display the Index of UDPs.
- 2 Select the UDPs to delete.
- 3 Enter XD
- 4 Enter Y at the prompt to delete the selected UDPs.
If you decide not to delete the UDPs, enter N.

Printing All Selected UDPs (XP)

The Print all selected (XP) option prints the selected UDPs.

To print more than one UDP:

- 1 Display the Index of UDPs.
- 2 Select the UDPs to print.
- 3 Enter XP.
- 4 If you want to change control settings, press NEXT SCREEN and change settings.
- 5 Press RETURN to print.

In a print operation, all UDPs printed receive the same print settings.

Reading All Selected UDPs (XR)

The Read all selected (XR) option displays the selected UDPs on your screen.

To read more than one UDP:

- 1 Display the Index of UDPs.
- 2 Select the UDPs to read.
- 3 Enter XR and read the first UDP displayed on your screen.
- 4 Press RETURN to display the next UDP.

You can use special function keys when reading a UDP and you can use the Read menu options. For more information, see the section on reading a document in the chapter on word processing.

Options for One UDP

Several options on the Index menu work on one UDP:

- Create (C)
- Edit (E)
- Delete (D)
- Print (P)
- Read (R)

All except Create (C) work on the UDP next to the pointer. These options let you work with a single document without leaving the Index of UDPs and canceling your selections.

Once you are familiar with these options you can enter them at the Index of UDPs without displaying the Index menu.

Rules for Writing and Editing UDPs

You can include function names, options, and text in a UDP. Follow these rules when writing a UDP:

- Enclose function names in braces {}, brackets [], or angle brackets < >. For example, to instruct the UDP to press PASTE, type {PASTE} in the UDP. For information about function names, see the section on including functions in a UDP.
- You can leave spaces before and after the function names in braces {} without any effect, but any spaces you type outside braces must be meaningful.
- To include braces {} in a UDP as text, type {LBRACE} for left brace and {RBRACE} for right brace.
- Type text and menu options without braces.

- When typing text, spaces between characters appear in the text exactly as you type them, but if you press RETURN to start a new line, that has no effect on the content of the UDP. To insert a carriage return in the text, type {RETURN}

For example you can type:

Tasks for Today {RETURN} {RETURN} {TAB} 1. Attend staff meeting. {RETURN} {TAB} 2. Complete budget.

or you can type:

Tasks for Today
{RETURN}
{RETURN}
{TAB}
1. Attend staff meeting.
{RETURN}
{TAB}
2. Complete budget.

When you use this UDP it produces the following:

Tasks for Today

1. Attend staff meeting.
2. Complete budget.

- Do not put INTERRUPT, CTRL/C, or CTRL/Y in a UDP.
- You can include or “nest” one or more UDPs inside another UDP definition. Start a new line for each of these commands. For more information, see the section on nesting UDPs.
- You can include comments in a UDP to improve readability. Place an exclamation point ! before each comment.

Nesting UDPs

Including one or more UDPs inside another is called “nesting.”

To nest a UDP:

Include {GOLD U} and a UDP name in a UDP definition.

For example, the definition of a UDP called PRINT_RPT could contain a UDP named CHOOSE that selects a particular report document, followed by a UDP named TYPE that prints the document. PRINT_RPT would contain:

```
{GOLD U}CHOOSE{GOLD U}TYPE
```

TYPE might invoke still another UDP. TYPE might invoke a UDP that enters a specific document destination and format style on the Printing Document form.

To nest a UDP assigned to a special function key, include the name of the nested UDP in braces in the definition for another UDP. Suppose that a UDP named CREATE creates a document. CREATE contains a nested UDP named F17 which inserts a template. Here is the UDP definition for CREATE:

```
C{RETURN} {F17}
```

A UDP can invoke itself. If the last command in a UDP invokes the same UDP again, the UDP will start over. This type of nesting is useful when you want to repeat a task. For example, you can create a UDP to search for bolded text, remove the bolding, then repeat the process. When there is no more bolded text to locate, stop the UDP by pressing INTERRUPT.

Although you can nest an unlimited number of UDPs in a single definition, too many can make it difficult to find errors.

Including Functions in a UDP

Many functions require pressing a combination of the GOLD key and another key. In particular, most functions on the main keyboard involve GOLD-key combinations. To type a GOLD function into a UDP, type the word GOLD before the appropriate key names. For example:

For GOLD BOT DOCMT, type {GOLD B} or {GOLD BOT DOCMT}
For GOLD MENU, type {GOLD M} or {GOLD MENU}

This rule has some exceptions, listed in Table 6-4.

Table 6-4 GOLD-Key Functions in UDPs: Special Cases

WPS-PLUS Function	Key Name(s) in UDP
GOLD DEL CHAR	{GOLD DEL}
GOLD DEL WORD	{GOLD DEL}
GOLD GLOBAL REPLC	{GOLD ;}
GOLD PARA MARKER	{GOLD PARMRK}
GOLD RUB LINE	{GOLD RUBLIN}
GOLD RUB SENT	{GOLD RUBSEN}
GOLD SWAP	{GOLD<>}

Table 6-5 shows how to enter single-key functions in a UDP.

Table 6-5 Key Names for Single-Key Functions in UDPs

WPS-PLUS Function	Key Name(s) in UDP
ADVANCE	{ADV}
BACKUP	{BACKUP}
BOLD	{BOLD}
CUT	{CUT}
DEL CHAR	{DEL CHAR} or {DELCHR}
DEL WORD	{DEL WORD}
DO	{GOLD U}
DOWN ARROW	{DOWN}
ENTER	{ENTER}
ERASE LINE	{LF}
EXIT, back up one screen	{ADV}

(continued)

Table 6-5 Key Names for Single-Key Functions in UDPs (Cont.)

WPS-PLUS Function	Key Name(s) in UDP
EXIT, file a document	{GOLD F}
FIND, list field entries	{GOLD L}
FIND, search a document	{GOLD ,}
HELP	{GOLD H}
INSERT	{GOLD PF3}
LEFT ARROW	{LEFT}
LINE	{LINE}
MAIN SCREEN	{GOLD M}
NEXT SCREEN	{GOLD A}
OVERSTRIKE	{PF3}
PAGE	{PAGE}
PARA	{PARA}
PASTE	{PASTE}
PREV FIELD	{BS}
RETURN	{RETURN} or {CR}
RIGHT ARROW	{RIGHT}
RUB CHAR OUT	{RUB CHAR OUT} or {RUB CHAR}
RUB WORD OUT	{RUB WORD OUT} or {RUB WORD}
SELECT	{SEL}
SENT	{SENT}
SPACE	{SPACE}
TAB	{TAB}
TAB POS	{TAB POS} or {TABPOS}
UNDERLINE	{UNDER}
UP ARROW	{UP}

(continued)

Table 6-5 Key Names for Single-Key Functions in UDPs (Cont.)

WPS-PLUS Function	Key Name(s) in UDP
UPPER CASE	{UPPER}
WORD	{WORD}

NOTE: *GOLD DEL CHAR and GOLD DEL WORD are both abbreviated to GOLD DEL because they both restore deleted text. GOLD REPLC is not available for UDPs. Use GOLD GLBL REPLC instead.*

You can include Two-Dimensional Editor commands in a UDP definition. For information on these commands, see *WPS-PLUS Editor Functions*.